

Development Trusts Association Scotland
Recruitment Pack
Member Support Advisor (Regional Support North-East)
July 2026



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1 Introduction

Thank you for your interest in Development Trusts Association Scotland (DTAS). We are delighted that you are considering being part of our vibrant team that is committed to building resilient, sustainable communities across Scotland.

We want to hear from people who are committed to our vision, mission and values, and who are driven to make a difference and build resilience within community-led activity.

We are recruiting for a **Member Support Advisor** to play a key role in delivering DTAS' core Member Support offer in the North-East of Scotland. The Advisor will provide proportionate, practical support that helps development trust members build resilience, strengthen their practice and stay aligned with the Development Trust approach,

Working as part of the Member Support Team, the role acts as a consistent and trusted first point of contact for members, offering advice, guidance, encouragement, peer learning and signposting across the six pillars of organisational resilience: Purpose, Governance, Finance, People, Communication and Assets.

More information on DTAS and this role can be found in this pack.

2 About us

DTAS was established in 2003. We are member-led, run by a volunteer board made up of member development trusts. We have around 350 provisional and full members, and around 46 associate members. We support around 50 aspiring development trusts. We also help dozens of other community-led organisations through our Community Ownership Support Service and Democratic Finance Scotland programme.

Our vision

A Scotland that respects, embraces and supports sustainable and thriving community-led and owned organisations, working in urban, rural and island communities. Places where citizens have the powers and investment to develop their communities sustainably and overcome economic, environmental, social and cultural challenges.

Our mission

Our mission is to support communities to thrive, through our community-led network and national place-based sustainable action.

Our values

- Ambitious
- Democratic and community-led
- Trusted
- Enterprising
- Inclusive and equitable

Our strategy goals

1. Advocacy and influencing
2. Building resilient and strong community infrastructure
3. Communication, research and knowledge exchange
4. Sustaining a strong, successful and reliable organisation

3 What is a development trust?

A development trust is a community organisation that helps improve a local area. It is run by local people and keeps money and benefits in the community. It is formally constituted, which means it can run projects and manage funding.

Why do development trusts exist?

Communities often have ideas for improving the place where they live. Some ideas are small; others are bigger. The challenge is that communities often lack the money, structure, or support to act on these ideas. A development trust is a 'doing' organisation that exists to turn those ideas into action. It provides a way for a community to organise itself, attract funding, and run projects that meet its specific needs.

Key characteristics of a development trust

A development trust is not a distinct legal entity and there is no set form of level structure. Development trusts are diverse in nature and can be large and small; rural, urban and island based. However, all development trusts share particular characteristics:

- Community-owned and led
- Aim to create social, economic, environmental renewal in a defined geographical area
- Create wealth within a defined geographical area and keep it there
- Independent but work in partnership with other organisations

What can development trusts do?

Development trusts run a wide range of activities, depending on the needs of the local community, for example:

- Take on a disused building and turn it into a community hub
- Run a local shop, café or workspace
- Deliver services like childcare, transport or training
- Own renewable energy or infrastructure such as pontoons or even forests and islands

Development trusts are flexible. If a community sees something that needs to change, a development trust can often help to make it happen.

4 What we do

DTAS provides our **member support service** to our provisional and full members:

- **Networking:** annual conference, regional events, access to Community Learning Exchanges, peer-to-peer support
- **Training & resources:** strategic review sessions, trustee / company director training, webinars, access to resources and toolkits
- **Representation & influencing:** shape government policy, participate in government consultations, participate in pilot programmes
- **Advice & support:** one-to-one support from your dedicated Member Support Adviser, access to expert professional advice including legal, HR, accountancy, VAT, newsletters, signposting

Also included in the DTAS member support service is our:

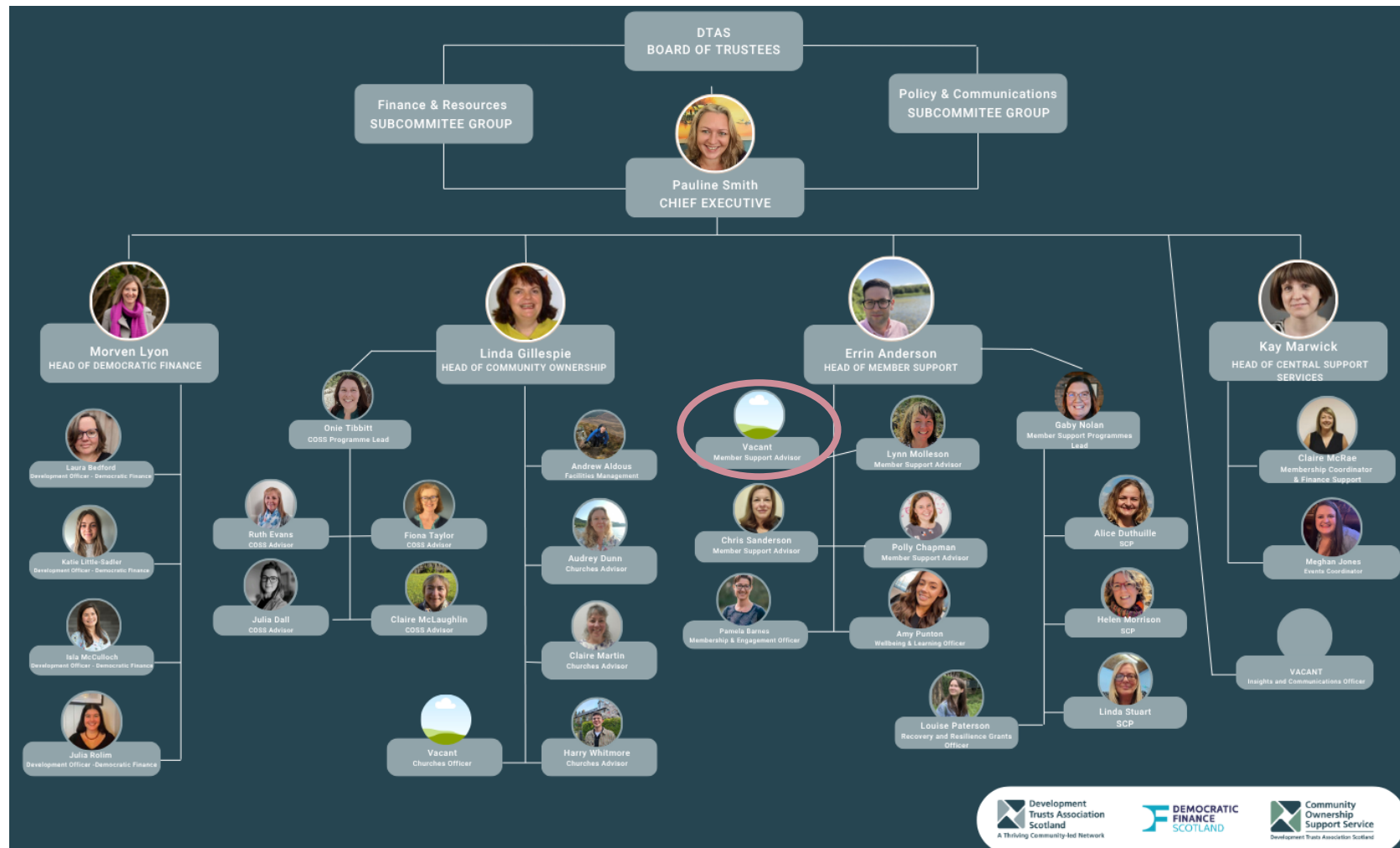
- **Crisis support service:** short-term, intensive support used only when an organisation is facing a serious, defined crisis
- **Programme and funding support:** DTAS manages a number of funding programmes
- **Organisational wellbeing service:** support to build healthy workplace cultures

DTAS also runs the **Community Ownership Support Service**. This Scottish Government funded programme helps community groups in Scotland take ownership or management of land and building assets for their community, giving them greater control and helping to ensure local service delivery in the future. We also support local authorities and other public bodies to transfer an asset.

Our **Democratic Finance Scotland** programme supports community and social enterprises to secure their long-term financial sustainability in three ways:

1. Securing local sources of money through community shares and community bonds, grassroots legacy giving and local philanthropy and one-off community lotteries
2. Democratic tools for strengthening local control and involvement including governance models, community engagement, finance training and best practice on opportunities from energy transition
3. Research and development

5 Our team



6 Our culture

DTAS' culture is critical to how we operate as an organisation. Culture is the everyday environment of DTAS – how people work with each other, behave in the office and online, and how we approach our work, and present ourselves internally and externally. Culture is created and shaped by all staff and board members, as well as external influences.

Our intention is to create an environment where employees are **valued, trusted** and encouraged to **develop, open communication** is fostered, and employees are treated **fairly**.

DTAS is committed to **equity, diversity** and **inclusion**. We want each applicant to feel respected and able to give your best. All applicants will be treated equally, fairly and with respect. We encourage applicants who have diverse skills and backgrounds and bring a variety of perspectives.

7 Why work for us?

In addition to working with fantastic people doing vital work to support communities across Scotland, we offer a range of benefits.

 On the job training and a personal training budget of up to £500 per year	 25 days annual leave, plus 10 public holidays (pro rata), and an additional three days of fixed leave during Christmas	 DTAS pension scheme with employer contribution of 11.5% (employee contribution is 7.5%), plus salary sacrifice to pension staff benefit
 Our Flexible Working policy supports a working arrangement that suits you best personally and balances the needs of your role	 We facilitate an employee wellbeing group with all-staff activities, plus a personal wellbeing budget.	 You are covered under DTAS' life assurance scheme (death in service benefit)
 You can apply for up to four paid volunteering days per year		 We support a cycle-to-work scheme

8 Job description

Job title	Member Support Advisor (Regional Support North-East)
Location	This post will cover the north-east, including the following local authority areas: Moray, Aberdeen City, Aberdeenshire, Angus, Dundee, Orkney Islands and Shetland Islands. It will involve hybrid working from home and office, with travel throughout the country.
Salary	£38,894-£40,961 pro rata + pension (currently 11.5% employer contribution). The expectation is that we appoint at the entry level of the salary scale unless there are exceptional circumstances.
Length of contract	Permanent, subject to funding
Hours	Part-time, four days / 28 hours per week (excluding meal breaks). No overtime paid, but time off in lieu may be taken as appropriate.
Reports to:	Head of Member Support
Line manages:	None
Leave entitlement	25 days pro rata per year, plus 10 public holidays pro rata
Probationary period	3 months
Closing Date	Monday 24 th August 2026 at 12noon. Applications submitted after this time will not be considered.
Interviews	Interviews will be held on Thursday 10 th September 2026

Summary of main tasks

Deliver Core Member Support Services

- Act as a trusted first point of contact for member enquiries, providing timely, relevant and proportionate advice, information and resources
- Deliver relationship-based support aligned with Member Support offer, team boundaries and agreed ways of working
- Support members across the six pillars of organisational resilience, helping them reflect, clarify next steps and take action themselves

- Provide light-touch support and, where appropriate, more focused, time-limited interventions, including governance and board development, strategic reflection and organisational direction, organisational resilience and crisis support
- Maintain regular contact with members through online support as a first response, with in-person engagement where appropriate and agreed
- Support members to access the full range of DTAS member benefits, learning opportunities, webinars, drop-ins and peer learning spaces
- Signpost and refer members to other DTAS teams, trusted partners and specialist support where required
- Encourage peer connection, shared learning and network-wide engagement between members
- Promote good and inclusive practice in line with the Development Trust model, including democratic accountability, diversity and long-term community ownership

Contribute to the Development Trust Movement and DTAS Activity

- Champion and represent DTAS and the Development Trust approach with members, partners and stakeholders
- Support membership processes, including assessing applications and preparing membership information and reports
- Contribute to the planning and delivery of DTAS events, including the annual conference, regional gatherings and learning sessions
- Support the development and upkeep of clear, accessible and consistently branded member resources and online content, including the members' area of the website
- Maintain accurate membership records and log member interactions to support continuity and learning
- Support the delivery of DTAS programmes, initiatives and funded member offers, working within agreed roles and boundaries
- Work collaboratively with colleagues across DTAS, including Community Ownership Support Service and Democratic Finance Scotland, to ensure a joined-up member experience
- Contribute to shared learning, service development and continuous improvement across the Member Support Team
- Carry out any other duties appropriate to the role and the wider aims of DTAS

Additional Information

The postholder is required to travel across Scotland and must hold a full driving licence. The role includes regular evening work and occasional overnight stays and weekend work. No overtime is paid; time off in lieu may be taken in line with DTAS policy

Funding

This post is funded by:



Scottish Government
Riaghaltas na h-Alba
gov.scot



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ENABLING COMMUNITY DEVELOPMENT

9 Person specification

Skills & experience

You will have:

- Extensive experience of working with communities and an understanding of grassroots community-led approaches to regeneration
- Extensive experience of providing advice and support to individuals and organisations in a community context
- Understanding / knowledge of third sector organisational governance
- Experience of managing and advising on community programmes, projects and funding
- Experience of delivering training or providing information in a public setting and online
- Understanding of current policy context surrounding community empowerment, land reform and community wealth building (desirable)

Personal attributes

You will be:

- Strongly committed to development trusts, community-led regeneration and placemaking
- Friendly and approachable, an effective communicator and facilitator
- Able to establish personal credibility to build and sustain good working relationships
- Highly motivated, committed and enthusiastic
- Able to manage a varied and busy workload
- Digitally confident, skilled in using IT systems, software and databases
- Able to work flexible hours when required (including some evenings and weekends)

10 How to apply

If you are keen to be considered for this opportunity, please email kay@dtascot.org.uk no later than **12 noon on Monday 24th August 2026** with the following:

- **Your CV:** this should be no more than three pages and should include basic information about you and your job history to date
- **Cover letter:** this should be no more than three pages (1,500 words). Your cover letter should include:
 - Your reasons for applying
 - How your skills, experience and personal attributes match the person specification above. You should give specific examples where possible.
 - Your preferred working hours
 - A request for an online interview (if required)

We have a personal and human-based approach to recruitment. DTAS does not use AI for any part of the recruitment process. Your application will be assessed by a selection panel of real people. Your application will stand out if you can demonstrate that you share our people-based values.

If you have any questions regarding your application, or would like an informal conversation, please contact Errin Anderson, Head of Member Support errin@dtascot.org.uk.

The personal data you provide in connection with this application will be used solely for the purposes of recruitment and selection.

Interviews & adjustments

Interviews will be held on Thursday 10th September 2026. These will be in person in our Edinburgh office at 1B Washington Lane, Dalry EH11 2HA, but we can consider requests for online interviews.

The interview will consist of a number of questions, exploring how you meet the requirements of the role as set out in the person specification. Some roles may also require

a task to be completed in advance or during the interview – your interview confirmation email will provide all the details of this.

If you are invited to an interview, and you have any reasonable adjustment needs, please let us know. We are very happy to make adjustments if we can. You can also ask for the questions in advance.