

Friends of Knockhill Park Job Vacancy

Job Title: Development and Support Officer

Salary Scale: (dependent on qualifications and experience)

Initially funded for 12 months

Additional Info: This is a fixed term post of 35 hours per week (variable work pattern temporary position for 12 months). Salary will be on a pro-rata basis. Work pattern may include evenings and weekends.

Location: Cherrie Centre, 3 – 5 Birch Place, Renfrew, PA4 8FD

This is an exciting opportunity and the post holder will play key roles, not only in supporting the Committee but for the development of the park and community alike.

You will be in possession of relevant experience in a community development position

A key aim is to, sustain and develop how funding is achieved for the future running of the Park. The Park has a reputation to promote exercise and a place for the community to come together.

We are looking for a highly motivated, committed and enthusiastic individual with experience in community engagement and gardening, with the ability to lead, inspire and support volunteers

It is essential that you have experience of

- Lottery Funded Projects
- Monitoring budgets and producing spend profiles
- Project administration
- Organise Activity Programmes, write reports and prioritise workloads
- Work individually as well as part of a team

It is desirable that you have experience of

- Funding, and other funders
- Project delivery
- Voluntary sector organisations / groups
- Co ordination of consultants and contractors
- Community engagement work

The project is funded by the National Lottery through the Big Lottery Fund

The key responsibilities are contained within the job description and you should refer to these when submitting your CV and covering letter to:

Margaret Laird FOKP@outlook.com

Closing Date Friday 1st February 2019