

Moniaive Initiative

Hive Development Officer

POST DETAILS

- Fixed term post until 31st March 2023, statutory holiday entitlement + public holidays (pro-rata)
- 14 hours per week, flexible hours, may include some evenings/weekend work
- £12 per hour
- Based at home/The Hive in Moniaive but may require some working from other locations and possible travel

JOB SUMMARY

The Role: Moniaive Initiative is looking to employ a Development Officer to deliver the next stage of our Community Shop & Hub project. You will be expected to lead building and business development, with a focus on increasing the resilience and long-term sustainability of the project. You will work closely with Moniaive Initiative Project Officers to investigate and implement new income streams and service provision options. You will also investigate options for raising the necessary funds to carry out building improvement works.

What we're looking for: You will have proven project finance and management skills and a sound understanding of community business and charity organisation. You will be organised, efficient, and resourceful and have the ability to develop productive working relationships. Reporting to the Board of Trustees, you will be required to organise and run events and meetings related to the development of The Hive. You will be responsible for raising the profile of The Hive in the community and further afield, with local, regional and national organisations.

Supported by:

Glencairn Community Council

Windfarm Fund

Investing in Communities Fund



Moniaive Initiative (SCIO) is a registered charity no. SC044760

Moniaive Initiative

JOB SPECIFICATION

The successful candidate will be expected to lead the development of The Hive, with a focus on increasing community resilience and sustainability. They will report regularly to the Moniaive Initiative Board of Trustees.

Requirements of the post are:

- On-going development and implementation of the Business Plan
- Work with the Hive Management Committee to develop a Building Action Plan
- Identify funding sources for building and business development, apply for funding, administer/draw down funding, keep written/financial records and write monitoring reports as required by funders and other groups and individuals
- Work with our funding partners (Investing in Communities Fund) as and when required
- Engage with the community, encouraging them to contribute to the next stage of development of The Hive, and offering regular feedback on that development
- Provide updates for use on the MI website and social media pages
- Promote the Hive and the wider work of the Moniaive Initiative at local, regional and national levels
- Supporting all other aspects of the development of The Hive as required

This is a fixed term post to 31st of March 2023. The post holder will be required to work flexible hours, to meet the demands of the post.

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PERSON SPECIFICATION

CRITERIA	PREFERRED	ESSENTIAL
QUALIFICATIONS & TRAINING	<ul style="list-style-type: none">Degree/vocational qualification in community development and/or project management	<ul style="list-style-type: none">A good standard of formal education to Highers level
EXPERIENCE/ KNOWLEDGE	<ul style="list-style-type: none">Previous experience in community project managementPrevious experience in charity fundraising and managementKnowledge of the structures and roles of public agencies engaged in rural development	<ul style="list-style-type: none">Previous experience of developing and delivering projectsPrevious experience of financial managementExperience of working with community groupsKnowledge of Health & Safety at Work, Equality & Diversity policy/ practices
SKILLS/ABILITIES	<ul style="list-style-type: none">Excellent computer skills, Including social mediaExcellent communication skillsExcellent written and presentational skillsExcellent organisational skillsAttention to detailProblem solving skillsTo communicate in a range of settings with different people	<ul style="list-style-type: none">Strong computer skills, particularly Spreadsheets and/or book-keepingStrong Report Writing skillsStrong self-discipline to work on own initiativeStrong teamworking skills with the ability to motivate othersExcellent record keeping
OTHER	<ul style="list-style-type: none">Have access to own transport	

How to apply...

Please email your CV and covering letter to deb.moniaiveinitiative@gmail.com by 5pm 13th June 2022

If you have any queries, please contact deb.moniaiveinitiative@gmail.com

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