

## Job Description

### Funding and Community Engagement Specialist

**Employer:** North Carrick Community Benefit Company (NCCBC)  
**Location:** NCCBC HQ, Maybole, South Ayrshire (with travel across North Carrick)  
**Contract:** Full time permanent contract (with annual performance reviews)  
**Hours:** 28 Hours per week (Which NCCBC considers to be full-time and hours can be used flexibly to account for occasional evening and weekend work.)  
**Salary:** £30,575  
**Reports to:** Development Manager

### Introduction

Since 2015 **North Carrick Community Benefit Company (NCCBC)** has been managing Community Benefit Funds provided by developers who have agreements with NCCBC. These funds support projects within the **North Carrick area**, which includes the five community council areas of:

- Dunure
- Kirkoswald, Maidens & Turnberry
- Maybole
- Minishant
- Crosshill, Straiton & Kirkmichael

At present, NCCBC's funding comes from:

- **Scottish Power Renewables**, from its **Dersalloch Windfarm** and
- **Kirk Hill Windfarm Ltd**

Eligible organisations can apply to NCCBC's 'Main Fund' for grants of up to £40,000 with varying levels of match funding required.

NCCBC also operates a 'Community-led Projects Fund' with a budget of £10,000 per year in each of the 8 villages and £20,000 per year in Maybole. This is designed to encourage community decision-making and offer smaller grants with no need for match funding.

### Impact

A recent study by an economist found that:

- NCCBC has received applications from local groups with a total value of £1.45m.
- 81% of all applications received were approved, resulting in £912,914 of funding being awarded.
- This funding, along with investments by NCCBC in direct and strategic projects has leveraged an impressive £7.9 million in match funding, resulting in a return on investment (ROI) of £8.71 per £1.

- From 2014 to 2022, North Carrick and Maybole's economy grew by 51.6%, compared to 16.4% across the wider South Ayrshire area. (Without adjustments for inflation.)
- The number of jobs in North Carrick has increased by just over 9% since 2015 while the number of jobs across South Ayrshire remained unchanged.
- Productivity gains in North Carrick since 2015 have outpaced the rest of South Ayrshire.
- Tourism accounted for an increasing share of jobs in North Carrick. The share of local jobs in the tourism sector rose to 14.2% by 2022.
- Tourism in North Carrick now accounts for a similar share of jobs to Scotland's leading tourism areas including Argyll & Bute (15%).

NCCBC cannot claim to be responsible for all of this growth. There have been other important factors including the Maybole Regeneration Project, construction of the Maybole Bypass and large investments at Turnberry Hotel. But it is clear that something special is happening in this part of Scotland.

By joining NCCBC in the newly formed position of Funding and Community Engagement Specialist you will play a lead role in continuing community and economic growth into the future.

## **Role Purpose**

The Funding and Community Engagement Specialist will play a central role in implementing NCCBC's communications and community engagement activities, and delivery of funding across North Carrick. The postholder will ensure that residents, social enterprises, schools, and community groups are well informed about NCCBC as a funder and that eligible organisations are supported in making applications for funding from NCCBC, (and from other funders as appropriate).

In addition to advising groups on applications to the Main Fund and supporting communities to make good use of their Community-led Projects funding, the Funding and Community Engagement Specialist will have access to a budget of up to £50,000 each year. This can be used – with Directors' approval – to provide small amounts of organisation or project development funding to help groups overcome particular barriers that may be preventing progress with their proposals.

This is a varied role requiring flexibility, strong organisational skills, and a proactive approach. Time spent on individual tasks will vary from month to month. The postholder may also be asked to take on additional activities deemed of benefit to the company or wider community, where these are consistent with the nature of the post.

## **Key Responsibilities**

### **Community Engagement:**

- Develop and maintain a network of contacts in each community.
- Arrange and facilitate annual village-level meetings, working with local Community Associations or Development Trusts where they exist, to discuss local priorities and projects, and funding.

- Arrange and facilitate an annual North Carrick Development Conference, working with the new North Carrick Development Trust, 'Carraig Connections', to discuss priorities and projects and engage with stakeholders such as funding bodies and the local authority.
- Use new and engaging content to make full use of NCCBC's website ([NCCBC - NCCBC](#)) and Facebook page ([FacebookNCCBC.org.uk](#)), and the quarterly North Carrick Community Newsletter, to promote NCCBC initiatives and engage with communities and with NCCBC company members.
- Ensure technical issues on the website are dealt with promptly (with Administrator and IT support as required).
- Respond efficiently to online communications with the public, NCCBC members, and businesses, working with the Development Manager, Chair, and others as needed.
- Produce articles for the quarterly North Carrick Newsletter highlighting NCCBC initiatives and support community organisations to contribute their stories to the Newsletter.

#### **Funding Support:**

- Develop and support local Community-Led Projects Fund Panels, ensuring they operate effectively in line with the fund guidance, consult with their communities, make best use of annual funding allocations, and adhere to Fund reporting timelines.
- Assist communities and groups to develop and implement local fundraising strategies and activities to generate funds towards day-to-day work and for possible match funding towards applications to NCCBC and other funding bodies.
- Provide advice and support to groups applying to NCCBC's Main Grants Fund.
- Make recommendations on Organisational and Project Development Funding that might be offered to groups to help them overcome barriers to progressing their proposals.
- Assist in ensuring that funding applications are complete and submitted in good time, liaising with applicants, NCCBC's Administrator, and the Chair as required.
- Assist in ensuring that successful applicants adhere to the conditions of their grants and complete evaluation and monitoring processes as required.
- Signpost groups requiring additional support to the NCCBC Development Manager – including for support to secure match funding.
- Liaise with the Development Manager to assist successful applicants to access any additional technical or professional support that may have been specified by NCCBC as a condition of their grant.

#### **Other:**

- Promote The Gatherings facility on Maybole High Street to increase levels of use including, but not restricted to, use as a Charity Shop.
- Build relationships with and participate in relevant networks to engage with stakeholders such as the local authority, VASA, social enterprise support agencies.

- Produce monthly activity reports for the Chair and quarterly reports for the Board.

## Person Specification

### Essential:

- Strong organisational and administrative skills.
- Excellent communication skills, both written and verbal.
- Experience of managing websites and social media channels.
- Ability to build positive relationships with community groups, schools, local businesses, and others.
- Flexible and adaptable approach, able to manage varied workload and priorities.
- Commitment to the values and aims of NCCBC.

### Desirable:

- Experience of working in the voluntary/third sector.
- Knowledge of community funding and grant processes.
- Ability to use social and other media channels to promote initiatives.
- Familiarity with South Ayrshire/North Carrick communities.

## How to Apply

The closing date for applications is **12noon on Friday 30<sup>th</sup> January**.

Please send your CV and a covering letter of not more than 2 sides of A4 to [admin@nccbc.org.uk](mailto:admin@nccbc.org.uk).

Use your letter to highlight relevant experience and to explain your interest in working with NCCBC.

Interviews will be held during the week beginning **Monday 9<sup>th</sup> February**.