

# Community Development Officer - Upper Braes

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CVS FALKIRK & DISTRICT



Deadline: **12noon, Monday 18 May 2026**  
Email: [recruitment@cvsfalkirk.org.uk](mailto:recruitment@cvsfalkirk.org.uk)

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# WELCOME FROM THE CHIEF EXECUTIVE OFFICER

Thank you for your interest in joining our organisation. This recruitment pack has been designed to give you a clear understanding of who we are, what we are looking for, and why this opportunity could be an exciting next step in your career.

We are seeking a dynamic, motivated, and committed individual to join us as a trainee Community Development Officer. This is a fantastic opportunity to gain real-world experience in community development while making a meaningful contribution to the Upper Braes. You'll be supported every step of the way and develop skills that can lead to future roles in the sector. Previous experience is not essential, however enthusiasm, commitment, and a willingness to learn are key.

The Upper Braes communities of Avonbridge, Standburn, Limerigg and Slamannan are rural, close-knit, and rich in community spirit. While each village has its own identity, they share strong connections and a collective ambition to build a vibrant, resilient future. This role will support activity across all four communities, helping to deliver local priorities identified in their Community Action Plans.

To support this, we're looking for someone who is: passionate about communities and making a difference; a good communicator with strong interpersonal skills; willing to learn and develop new skills; organised, reliable, and able to work as part of a team; and interested in community development, volunteering, or the third sector. We hope you find the information in this pack helpful. If you have any questions, please feel free to contact us by email: [recruitment@cvsfalkirk.org.uk](mailto:recruitment@cvsfalkirk.org.uk)

Thank you once again for your interest in our organisation. We look forward to receiving your completed application.

**Victoria McRae**  
CEO, CVS Falkirk & District



# ADVERTISEMENT

## CVS Falkirk & District - Community Development Officer

Part Time (21 Hours) | Fixed Term until 31 March 2027 | Falkirk, Upper Braes

Salary: £25,000 - £27,000 (plus 6% pension contribution), pro rata

Reports to Operations Manager / Community Development Officer

We are seeking a dynamic, motivated, and committed individual to join us as a trainee Community Development Officer. This is a fantastic opportunity to gain real-world experience in community development while making a meaningful contribution to the Upper Braes. The Upper Braes communities of Avonbridge, Standburn, Limerigg and Slamannan are rural, close-knit, and rich in community spirit. While each village has its own identity, they share strong connections and a collective ambition to build a vibrant, resilient future. This role will support activity across all four communities, helping to deliver local priorities identified in their Community Action Plans. You'll be supported every step of the way and develop skills that can lead to future roles in the sector. Previous experience is not essential, however enthusiasm, commitment, and a willingness to learn are key.

We're looking for someone who is:

- Passionate about communities and making a difference
- A good communicator with strong interpersonal skills
- Willing to learn and develop new skills; organised, reliable, and able to work as part of a team
- Interested in community development, volunteering, or the third sector

Completed applications should be returned by 12noon on Monday 18 May 2026. Please note, CVs will not be accepted.

To apply, please submit the application pack outlining your relevant skills and experience for the role. For an informal discussion about the role, please contact Victoria McRae, by email:

[recruitment@cvsfalkirk.org.uk](mailto:recruitment@cvsfalkirk.org.uk)

# WHO IS CVS FALKIRK & DISTRICT?

CVS Falkirk & District is a dynamic and growing charity dedicated to supporting, connecting, and representing charities, social enterprises, community groups, and volunteers across the region. As a Third Sector Interface (TSI), we play a vital bridging role between the third sector and statutory partners.

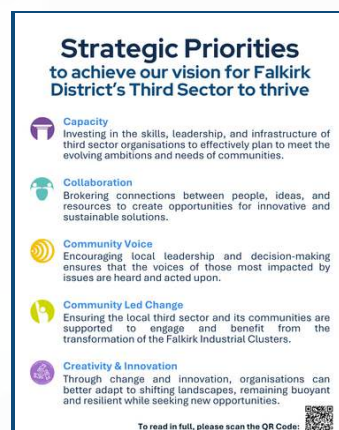
We are a people-led organisation where community, collaboration, and compassion shape everything we do. We aim to attract and retain people who are community-focused, inspiring, and passionate about making a difference. Our team is the heart of our organisation, and we work hard to create a supportive, rewarding, and enjoyable place to work.

Our core funding is provided by the Scottish Government, complemented by additional investment from local and regional statutory partners.

## KEY OBJECTIVES:

Our purpose is to strengthen and champion the sector by:

- Acting as the central hub for local third sector knowledge and insight
- Providing a strong, collective voice to represent the sector's interests
- Influencing local and national policy to benefit communities
- Creating opportunities for networking, partnership working, and collaboration
- Building capacity within organisations and communities to help them thrive
- Seeking key funding streams for third sector organisations



## OUR VISION

A vibrant and resilient future for Falkirk District: one where the third sector plays a central role in shaping positive, community-driven change. Strengthening the third sector's capacity to lead and deliver progressive change is essential, fostering a unified voice that contributes to building stronger and more inclusive communities, promoting fairness and equity for all. For an overview of our goals driving forward, please read our [Strategic Plan 2025-2030](#) in full (linked for your convenience).

# THE ROLE

Using a place-based approach, the Community Development Officer will assist in supporting and stimulating community activity. The role will help build on residents' skills, knowledge, and strengths while encouraging increased volunteering and participation within each village. The postholder will contribute to creating opportunities for individuals (of all ages) and groups to collaborate, develop ideas, and deliver projects that align with local priorities and the Community Action Plan.

## KEY AREAS OF RESPONSIBILITY

### Community Engagement and Participation

- Establish relationship and support engagement with residents, community groups, and partner organisations
- Encourage participation by helping individuals connect with existing community activities and opportunities
- Assist in promoting inclusive practices that ensure equal access for all

### Project and Activity Development

- Work with community groups to help develop ideas into practical projects and events
- Assist groups in identifying funding opportunities and support application processes
- Help identify appropriate resources, venues, and training opportunities

### Volunteer Development

- Assist in supporting volunteer recruitment and management within local groups
- Encourage and promote volunteering opportunities across the community
- Help strengthen connections between volunteers and community organisations

### Partnership and Collaboration

- Encourage partnership working between local organisations and community groups
- Support community events and engagement activities that align with local priorities
- Promote involvement in networks, forums, and membership opportunities to strengthen the local third sector

### Capacity Building and Group Support

- Provide basic support to new and emerging groups (e.g. governance structures, constitutions, and start up processes)
- Assist in delivering capacity-building activities, including governance, funding awareness, and community engagement
- Support informal groups to build relationships and explore collaboration opportunities

### Learning and Development Focus

As a trainee role, the postholder will:

- Receive ongoing support, mentoring, and training
- Develop practical skills in community development, engagement, and project delivery
- Gain experience in working with diverse communities and partner organisations
- Build confidence in supporting grassroots initiatives and local leadership

# THE ROLE

This is a new and exciting trainee opportunity to work directly within local communities, supporting the development of community capacity, increasing engagement, and encouraging volunteering and participation. The Community Development Officer (trainee) will work alongside experienced staff to gain hands-on experience in community development practice. This part-time role focuses on supporting local people, groups, and organisations to build skills, strengthen networks, and turn community ideas into successful projects and activities.

## GENERAL RESPONSIBILITIES

- Manage a personal workplan with guidance from Line Manager
- Maintain accurate records and contribute to monitoring and reporting processes
- Support communication activities, including website and e-bulletin updates
- Work collaboratively as part of a team to support organisational priorities
- Handle sensitive and confidential information professionally
- Comply with all organisational policies and legal requirements
- Promote the organisation's vision, values, and commitment to best practice

## EXPECTATIONS OF ALL STAFF

- Promote a culture of continuous improvement and best value, while upholding the organisation's vision and values.
- Foster a positive, inclusive, and supportive working environment, actively engaging in performance reviews, learning, and development opportunities.
- Adhere to safe working practices, ensuring the health, safety, and wellbeing of colleagues, partners, and stakeholders.
- Contribute to the effective delivery of operational plans and the achievement of organisational objectives.
- Support the organisation in meeting both operational and statutory targets.
- Represent CVS Falkirk & District professionally at all times, acting as a committed and credible ambassador across all settings.





## WHAT WE OFFER

### **SALARY AND FINANCIAL WELLBEING:**

- Accredited Living Wage Employer
- Competitive salaries benchmarked against the Scottish charity sector
- 6% employer pension contribution, with flexible employee contributions

### **FLEXIBLE WORKING:**

- Hybrid working options where appropriate
- Mobile technology to support flexible working environments
- A flexi-time system with core hours, allowing later starts or earlier finishes
- Fair and equitable consideration of flexible working requests

### **GENEROUS LEAVE:**

- 30 days annual leave, plus 7 public holidays
- An additional 3 days leave between Christmas and New Year
- Flexi-leave to support important family commitments
- Two paid volunteering days each year to contribute to local community initiatives

### **PROFESSIONAL GROWTH:**

- Ongoing training and continuous professional development
- Opportunities to pursue sector-recognised qualifications (e.g., CIPD)
- Regular Lunch & Learn sessions with external speakers
- Commitment to internal progression and succession planning
- Bi-monthly support and supervision with the CEO

### **HEALTH AND WELLBEING:**

- Employee-led Healthy Working Lives programme with regular wellbeing activities
- Recent initiatives include group walks, healthy breakfasts, and Fair Trade celebrations
- Free refreshments, consisting of fruit, breakfast items, and snacks
- Available quiet space for prayer, nursing mothers, or medication
- Access to an external health and wellbeing subscription, including dental/optical reimbursement and retail discounts

# HOW TO APPLY

The enclosed application pack contains the following documents (some of which are linked to our website):

- Application Form
- Guidance Notes for Completing the Application Form
- Job Description and Person Specification
- Equal Opportunities Monitoring Form
- Criminal Convictions Declaration

Please complete the Application Form and return it by email to Victoria McRae at [recruitment@cvsfalkirk.org.uk](mailto:recruitment@cvsfalkirk.org.uk) no later than **12noon on Monday 18 May 2026**. You will receive an acknowledgement email upon submission. Please note: applications received after the deadline cannot be considered.

All sections of the application form must be completed, and please note that we do not accept CVs.

## Submitting Your Application

Keep a copy of your completed form for your own reference, particularly for use at interview.



SUPPORT COMMUNITY SPACES AND ACTIVITIES, BRUNCH N BLETHER

# GUIDANCE FOR COMPLETING YOUR APPLICATION

These notes are designed to help you present your skills and experience effectively so we can identify the best candidate for the role. Sections A–C and G (the first, second, and final pages) are removed before shortlisting, so the panel will not see this information.

You may complete the application form electronically and submit it by email to [recruitment@cvsfalkirk.org.uk](mailto:recruitment@cvsfalkirk.org.uk). The text boxes on the electronic form will expand as you type; if you are completing a paper form, please continue on a separate sheet where necessary and include it with your application.

**Contact Details (Section A):** Provide only the contact information you are comfortable with us using throughout the recruitment process.

**Health and Equalities (Section B):** We are committed to equality, diversity, and inclusion, and welcome applications from all suitably qualified candidates. The questions in this section help us understand how we can support you. Share only what you feel comfortable disclosing.

**Data Protection (Section C):** This section explains how your information will be stored and for how long. Your signature confirms that you agree to these arrangements.

**Education and Training (Section D):** The Job Description and Person Specification outline the essential and desirable qualifications. If you do not meet all qualification requirements but have substantial relevant experience, your application may still be considered. Use your Supporting Statement (Section F) to explain how your experience aligns with the criteria. Include any relevant training or courses completed through work, volunteering, education, or personal development.

**Employment Record (Section E):** List your employment and voluntary roles, starting with the most recent. Please explain any gaps in your employment history. You may include skills gained through unpaid roles, caring responsibilities, or other personal experiences, especially where they relate to the role.

**Supporting Statement (Section F):** This is your opportunity to demonstrate how your skills, experience, and achievements match the Job Description and Person Specification.

- Refer directly to the criteria for the role.
- Provide clear, specific examples of what you did and the impact of your actions.
- Include any relevant information not covered elsewhere in the form.

**References and Declaration (Section G):** Provide details of people who can comment on your work. One reference should be your current or most recent employer. If you have volunteered, you may list a Chairperson, Volunteer Co-ordinator, or Project Manager. If you can only provide personal references, you may still apply—please explain why personal references are being used.

# PERSON SPECIFICATION

ESSENTIAL / DESIRABLE

TECHNICAL KNOWLEDGE AND EXPERTISE	E/D
Knowledge of the third sector, the challenges and issues affecting the sector	D
Knowledge of Community Empowerment (Scotland) Act 2015	D
Knowledge and understanding of Place Based Approaches	D
Demonstrable experience of working within communities with a diverse range of stakeholders	D
Knowledge and experienced in managing volunteering programmes	D
Knowledge and experience of providing capacity building support including fundraising, governance, business planning	D
Experience of creating communications solutions and activity	D
Confident in using MS Office packages: Outlook, Word, Teams, PowerPoint	E
Driving Licence and access to a car	E

UNDERSTANDING OF THE THIRD SECTOR AND THE ENVIRONMENT WITHIN WHICH IT OPERATES	E/D
Knowledge of the Falkirk & District area, particularly Upper Braes	D
Experience and understanding of fundraising in the third sector	D
EFFECTIVE INTERPERSONAL STYLE	E/D
Personal commitment to organisational excellence – displaying honesty, integrity and a strong sense of ethics in all decision and actions	E
Values diversity and promote equality within all aspects of working	E
Positive working relationships with colleagues and stakeholders	D
Confidence to facilitate workshops, and networks	D
Personal commitment to volunteering	D



HEALTH & WELLBEING  
AWARD 2025

This certificate is proudly presented to  
*Slamannan Action Group*

In recognition of their significant efforts and activity supporting health and wellbeing practices, creating a phenomenal impact in their community.

Victoria Walker  
CHAIRMAN, FALKIRK & DISTRICT

Presented by  
CVS FALKIRK & DISTRICT

Cris Cross McPherson  
MAYOR

CVS Falkirk & District  
Presented by  
Slamannan Action  
Group  
2025  
Wellbeing Award  
Health and

# RECRUITMENT CHARTER

Please read this before completing your application.

Our organisation is committed to high standards of quality, fairness, and equality in recruitment. All appointments are made solely on merit, and every applicant is treated with respect, regardless of gender, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity.

## **Our Commitments to You**

The recruitment process will be conducted professionally, with clear and sufficient information to help you make an informed decision about the role.

- You will be treated courteously and helpfully at every stage.
- All information you provide will be handled confidentially and with discretion.
- We will acknowledge receipt of all applications.

## **Interview Invitations**

If shortlisted:

- You will be notified within four weeks of the closing date.
- You will receive at least one week's notice of your interview date.
- If the proposed date or time is unsuitable, we will try to offer an alternative where possible.

If not shortlisted: You will normally receive written confirmation within four weeks of the closing date.

## **Offers of Employment**

If successful: You will be informed as soon as possible, with written confirmation issued within one week of the interview process concluding.

If unsuccessful at interview: You will normally be notified in writing or by phone within one week. Constructive feedback will be provided on request.

## **Concerns or Feedback**

If you are unhappy with any part of the recruitment or selection process, please contact us by email and we will respond promptly. If you remain dissatisfied, you may submit a formal complaint through our Complaints Policy & Procedure.

We welcome feedback on your recruitment experience and any suggestions for improvement.

# APPLICANT PRIVACY NOTICE

Please read this notice before completing your application.

We are committed to transparency and to protecting any personal or sensitive information you share with us throughout the recruitment process.

By submitting an application, you consent to the organisation holding and processing your personal data for the purposes of the Deputy CEO recruitment process. Your information will be used to:

- Assess your skills, qualifications, and suitability for the role
- Conduct background and reference checks, where appropriate
- Communicate with you about your application
- Maintain records of the recruitment process
- Meet legal and regulatory obligations

All information provided will be handled confidentially and stored securely. It will not be shared with third parties unless required by law or where you have given explicit consent.

You have the right to request details of how your data is processed, to obtain a copy of the personal data we hold about you, and to ask for any inaccuracies to be corrected. You may update your contact details at any time by contacting [info@cvsfalkirk.org.uk](mailto:info@cvsfalkirk.org.uk).

Your information will be retained for one year in line with the Data Protection Act (1998), the General Data Protection Regulation (GDPR) (2018), and relevant legislation, unless you request otherwise.

If you have any questions about how your data is handled, please contact us by email.



# CONTACT US

 01324 692000

 [recruitment@cvsfalkirk.org.uk](mailto:recruitment@cvsfalkirk.org.uk)

 [www.cvsfalkirk.org.uk](http://www.cvsfalkirk.org.uk)

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