



Cassiltoun Housing Association Community Development Assistant Fixed Term until 31 August 2026 Candidate Information Pack

INVESTORS IN PEOPLE™
We invest in people Gold





Thank you for your interest in our vacant position of Community Development Assistant.

This file contains all of the information you will need to apply for the post:-

- General information regarding the Association
- The Job Description and Person Specification
- A brief summary of the Terms and Conditions of the post
- The Association's staff structure can be viewed on our [website](#).
- The Association's Privacy Notice can be viewed on our [website](#).

If you wish to join our ambitious team, please complete our application form and submit it along with your CV and covering letter to recruitment@cassiltoun.org.uk.

For further details on the post please visit our website at <https://www.cassiltoun.org.uk/vacancies/>.

Please note the closing date for applications is **18 February 2026 @ 12 noon**. We will not accept any applications received beyond this time.

Closing Date: 18 February 2026 @ 12 noon

Shortlisting date: 24 February 2026

Interview Date: 5 March 2026

If you require further information regarding the Association or the position advertised, please do not hesitate in contact myself directly.

Thank you.

Paula Brownlie

**Paula Brownlie
Head of Corporate, HR & Finance**

Telephone: 0141 631 5207
Email: [paula.brownlie@cassiltoun.org.uk](mailto: paula.brownlie@cassiltoun.org.uk)



1. *Background*

- 1.1 Cassiltoun Housing Association was formed in 1984 and is a Registered Charitable Organisation which operates within a Group Structure
- 1.2 The Association owns 1,079 tenanted units and factors over 150 owners.
- 1.3 The Association has 2 sub-committees and two subsidiary companies:
 - Audit & Risk
 - Staffing
 - Castlemilk Stables Nursery
 - Cassiltoun Trust
- 1.4 The Association and its subsidiaries are social enterprises and are actively involved in the regeneration of the local area. This includes: employment programmes, social inclusion initiatives, environmental initiatives and projects to improve education and health outcomes.
- 1.5 The Association operates from our offices at the multi-award winning Castlemilk Stables.

2. *Staffing*

- 2.1 The Association's current staffing structure involves 31 staff deployed as follows:
 - CEO
 - Senior Management Team –
 - Director of Operations
 - Head of Corporate, HR & Finance
 - Head of Asset Management
 - Housing Manager
 - Technical Team
 - Housing Services and Advice Team)
 - Finance and Corporate Services Team
 - Community Team



Community Development Assistant Fixed Term until 31 August 2026	CHA Grade 4, PA9 – PA12 £26,133 increasing to £27,466 on 1 April 2026
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Cassiltoun are committed to regenerating our community not only through first class housing services but by our wider community development work. We also work closely with our subsidiary companies and in partnership with other organisations and agencies.

The Community Team deliver a range of projects that respond to community aspirations and seek to address local issues through an asset-based community development approach. This includes community art initiatives, a community woodland project (Castlemilk Park), youth work, health and wellbeing activities, community events, community gardening, community food initiatives, and a volunteer development programme – at the centre of all of these is participation and involvement from the local community.

You are required to have an understanding of community development, be passionate about meaningful participation, and have the energy to work in a fast-paced busy team delivering a range of projects. You will be comfortable in a range of environments, including: outdoors, professional meetings, groups, busy events, and with all age groups. You will work with the Community Development and Engagement Manager and the Community team to ensure the voices of our tenants and residents are at the heart of what is delivered across the Cassiltoun Group, be involved in all stages of project development and delivery and be part of a team striving to meet local aspirations.

This post is funded by the National Lottery Community Fund.

If you wish to join our ambitious team, please complete our application form and submit it along with your CV and personal statement to recruitment@cassiltoun.org.uk. For further details on the post please visit our website at <https://www.cassiltoun.org.uk/vacancies/>.

Closing Date: 18 February 2026 @ 12 noon

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Cassiltoun Housing Association is striving towards equal opportunities for all.



JOB DESCRIPTION

Job Title	Community Development Assistant – Fixed Term until 31 st August 2026	Department	Community Team
Reporting To	Community Development and Engagement Manager	Grade	CHA Grade 4, PA9 – PA12 £26,133 increasing to £27,466 on 1 April 2026
Post Number		Date	February 2026
Job Purpose			
<p>To work with the Community Team to co-ordinate and deliver a range of activities and events, supporting the National Lottery Community Fund programme.</p> <p>To support our volunteering programme.</p> <p>To work with the Community Team to maximise and manage funding and produce reports.</p> <p>Deliver excellent services to the Board of Management, staff and customers and maintain a high level of confidentiality and discretion with regards to all information complying with legal and regulatory duties in these areas.</p>			
Accountability			
Role is part of the Community Team, reporting to the Community Development and Engagement Manager			
Key Responsibilities			
<p>As a member of the Cassiltoun Staff Team you will play a full role in the implementation and achievement of the Association's strategic/operational objectives and vision of being a leader in providing excellent regeneration services.</p> <p>Deliver a wide calendar of community events, activities and group work.</p> <p>Be involved in co-ordinating our growing bank of volunteers and volunteer development programme.</p> <p>Widen tenant and resident participation across the Cassiltoun Group.</p>			

Identify, research, and complete funding applications with minimal supervision.

Provide the Community Team with efficient and effective administration support.

Contribute to and enhance effective team working.

Assist the Community Team in identifying the needs and aspirations of local people as a basis for project development

Liaise with the community and other bodies to build partnerships, enhance capacity building, and provide a collective response to local aspirations.

Manage a busy diary of critical dates, for example, funding application deadlines, monitoring returns, and publications.

Keep detailed records of, for example, budget expenditure, participation, project memberships.

Be involved in all aspects of event and activity delivery, as and when required.

Be involved in designing, developing, and completing consultation activities.

Deal with day-to-day enquiries (bookings, phone, email, letters etc).

Collate and present a variety of data for internal and external users.

Undertake routine tasks which support the effective running of the Community Team.

Organise own workload with prescribed limits.

Work flexibly within the remit of the service.

Enhance the use of digital media as a promotional and engagement tool

Implement marketing/PR of events & activities ie posters, social media

Produce publications / e-newsletters / adverts.

Value for Money

Work in an efficient manner that delivers value for money for the Cassiltoun Group, our tenants and stakeholders.

Identify efficiencies and communicate them to your line manager.

Cassiltoun's Values

Understand and uphold the Association Values.

Procurement

Understand and comply with best practise in procurement of goods and services and adhere to the Associations Procurement policy.

Other Tasks/Activities

Health & Safety

- Understand your responsibilities as an employee under Health & Safety legislation
- Comply with the Association's Health & Safety policies and relevant legislation.
- Ensure that all company activities are discharged in a safe manner, minimizing risk at all times.
- Follow all event/activities Risk Assessments and be involved in ensuring compliance

Training

- Be responsible for identifying your own training requirements in relation to the role and proactively seek ways to improve your own knowledge and skills;
- To attend training and personal development courses as and when required by the Association;
- Understand your own responsibilities under the ICT User Policy
- Maximize the use of ICT facilities and technology initiatives and contribute to their development where appropriate

Equality & Diversity

- Observe and promote the Association's Equality & Diversity policy at all times.
- Comply with the Association's Equality & Diversity policy and relevant legislation.

Sustainability

- Assist in the company's aim to reduce the negative impact of services on the environment by considering the sustainability of activities and resources employed

Other

- To abide by the Association's Complaints Policy, GDPR and other relevant policies as appropriate
- To attend meetings out-with normal working hours, as and when required;
- To carry out any other duties which may be reasonably requested by your line manager and undertake any other duties subsequently allocated by the Association's management;
- The duties of the post will be reviewed and modified in line with the exigencies of the service

Person Specification

Job Title	Community Development Assistant (Fixed Term until 31 August 2026)	Department	Community Team
Reporting To	Community Development and Engagement Manager	Grade	CHA Grade 4, PA9 – PA12 £26,133 increasing to £27,466 on 1 April 2026
Post Number		Date	February 2026

Category	Essential	Desirable
Qualifications	Minimum of National 5 (A – C) in Maths and English or equivalent	An HNC or Degree in Community Development or a relevant subject or equivalent experience.
Experience/Knowledge	<p>Practical experience of supporting community events and activities.</p> <p>Knowledge and understanding of community development and engagement.</p> <p>Experience of using a range of IT packages including Excel, PowerPoint, Outlook and creative design packages (for example Canva) and social media.</p> <p>Experience of working with volunteers.</p>	<p>Experience of applying for funding and managing funds</p> <p>Experience of organising and delivering events</p> <p>Understanding of tenant and community participation</p> <p>Experience of project monitoring and evaluation</p> <p>Experience of facilitating group activities</p>
Skills and Abilities	<p>Excellent written and verbal communication skills.</p> <p>Excellent numeracy skills and the ability to use Excel.</p> <p>Excellent team-working and interpersonal skills</p> <p>Excellent organisational, administrative and planning skills</p>	<p>Report writing experience</p> <p>Application of a range of digital media and communications</p>

	<p>Be willing to be flexible in your approach to work and the ability to multitask.</p> <p>Manage your own workload and work with minimal supervision under your own initiative.</p>	
Personal Qualities	<p>Be positive in your approach to work and be polite, professional, and friendly to all.</p> <p>Willingness to learn</p> <p>Value and uphold confidentiality</p> <p>Respect diversity and promote equality of opportunity when working with colleagues and members of the public</p>	
Other Requirements	<p>Willingness to attend training courses when required.</p> <p>Willingness to work outdoors</p> <p>Willingness to work (occasional) evenings and weekends</p>	



Community Development Assistant

(Fixed Term until 31 August 2026)

Summary Terms of Conditions

Location	59 Machrie Road, Glasgow G45 0AZ
Standard Hours of Work	35 hours per week, to be worked flexibly in conjunction with the service
Grade & Salary	CHA Grade 4, PA9 – PA12 £26,133 increasing to £27,466 at 1 April 2026
Payment Method	Paid on the 28 th of each month by the BACS system into your bank account
Annual Leave	25 days per annum (pro rata)
Public Holidays	15 public holidays (pro rata)
Notice Period	One month written notice by either side
Pension	The Association currently offers a contributory pension scheme