

PORTGORDON COMMUNITY TRUST

Recruitment Pack 2025/2026



Portgordon Community Trust is a Limited Company: SC282180, regulated by the Scottish Charity Regulator (OSCR), Scottish Charity number: SC040805.

Who We Are

PCT is a Scottish charity governed by its constitution, which defines its identity and charitable objectives. Evolving from local initiatives, PCT now focuses on various responsibilities, including:

- Advancing community development
- Enhancing education
- Promoting arts, heritage, and culture
- Providing relief to those in need
- Offering recreational facilities
- Improving environmental protection
- Advancing public education

Promoting training and skills development.

What We Do

Trustees, appointed by members, oversee PCT's operations and initiatives outlined in the Constitution, collaborating with the Community Development Officer to support village groups. They engage with the Portgordon community to identify priorities and address issues like managing wind farm benefit funds.

Meetings are held monthly, with options for online video conferencing and collaboration.

How We Do It

PCT relies on volunteers for charity management and mission support, crucial for its success. It has two full-time employees: Michelle Good, the Community Development Officer, focusing on financial sustainability, and Brooke Finnie, the Facilities and Services Coordinator, enhancing local community facilities and services.

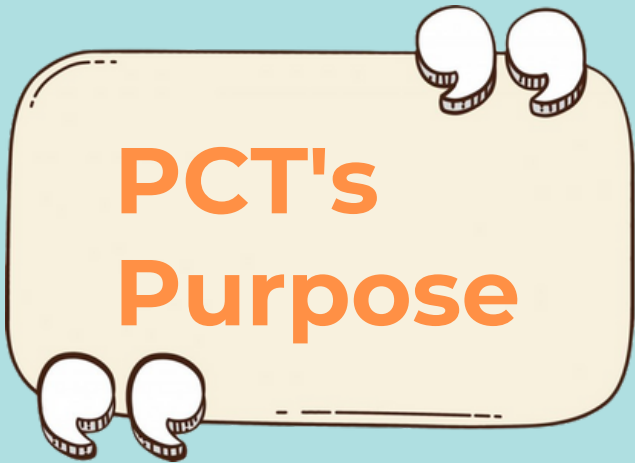


Strategic Overview

PCT's Strategic Objectives

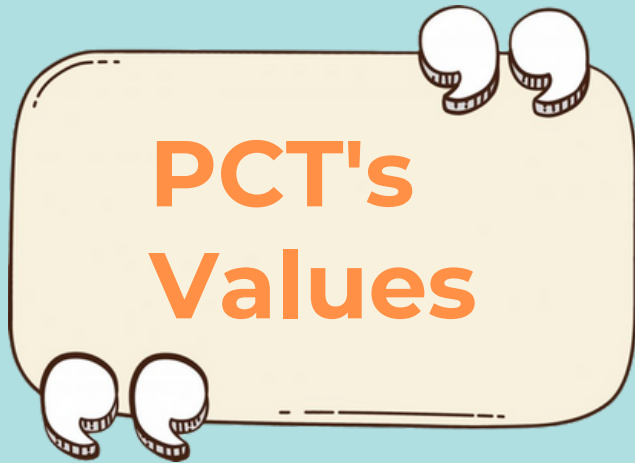
To enhance the benefit of the local community through the advancement of community development and education, the promotion of the arts, heritage and culture, the provision of recreational facilities and activities, provision of training and skills.

The main objective being the improvement of the conditions of life for the inhabitants of Portgordon and the surrounding areas

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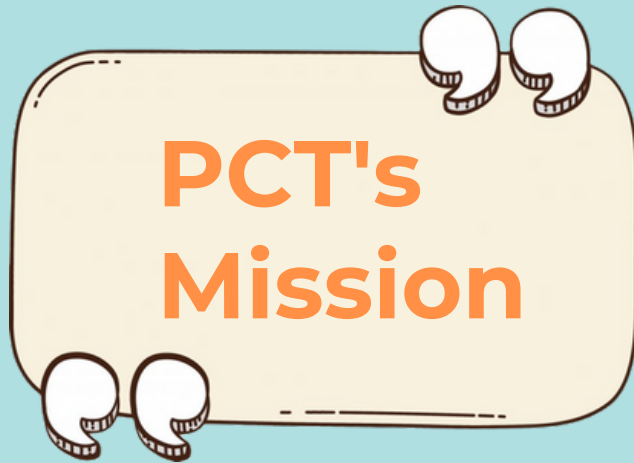
PCT's Purpose

Create a Connected and Thriving Village.

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PCT's Values

Authenticity, Competence, Responsibility, Commitment and Integrity.

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PCT's Mission

Portgordon will be a sustainable community with a strong local economy and a resilient capacity to manage change.

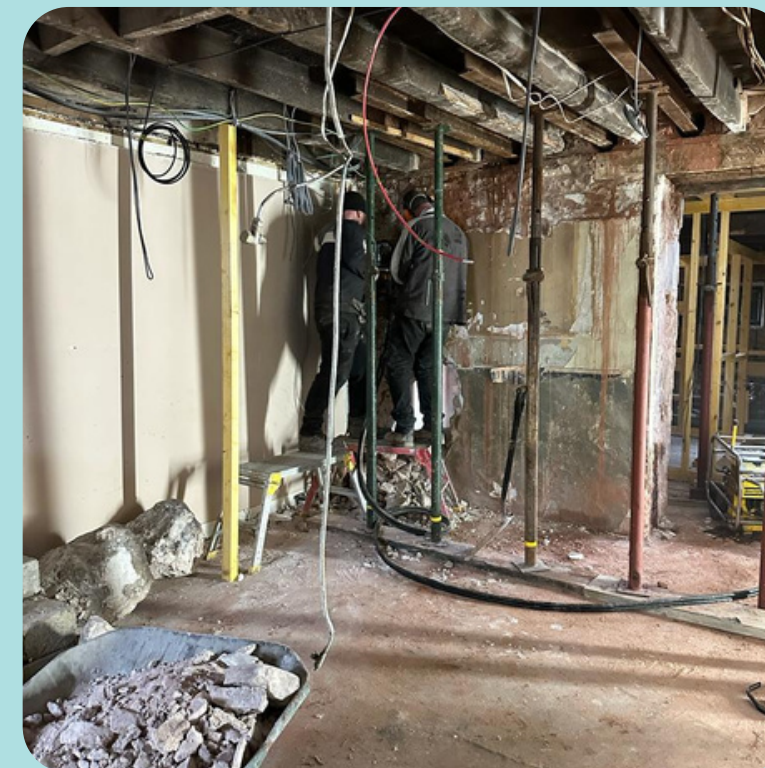
We have rebranded!

PCT have undergone a rebranding exercise and have relaunched their website and continue to communicate regularly with the community via the Portgordon Post newsletter, Facebook and various WhatsApp Groups.

Recent Successes...



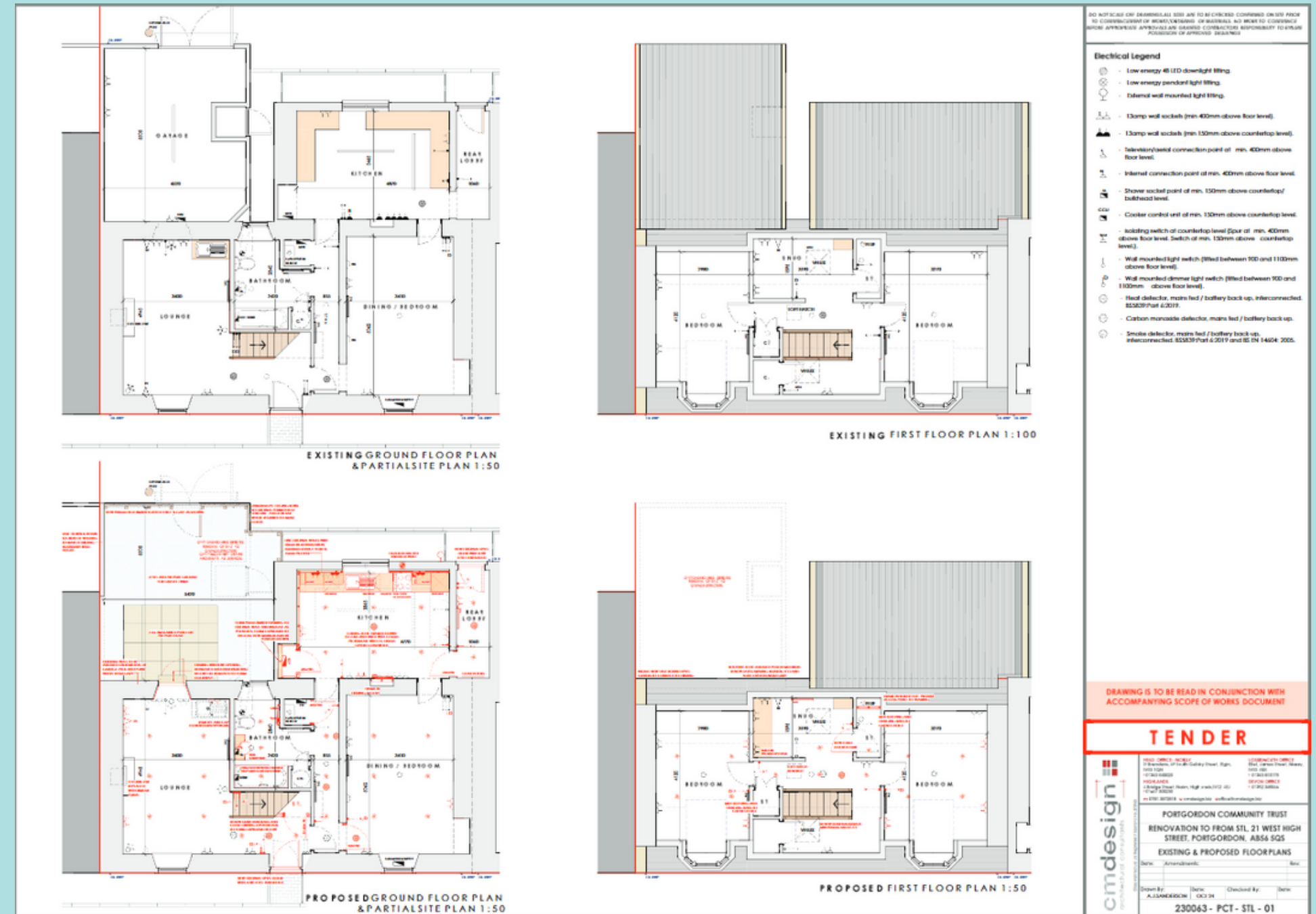
The building has undergone significant upgrades, prioritising eco-friendly and cost-efficient systems. Among the improvements made are the instalment of LED lighting, rewiring of the building, the addition of a new fire system, and a new air-to-air source heating system.



Current Projects... The Richmond Building

In collaboration with CM Design, we have been granted planning permission for Phase 2 & 3 of the redesign of the Richmond Building.

Funding for Phase 2 has been secured with the Port Cottage renovation starting in January 2024.



Current Projects...



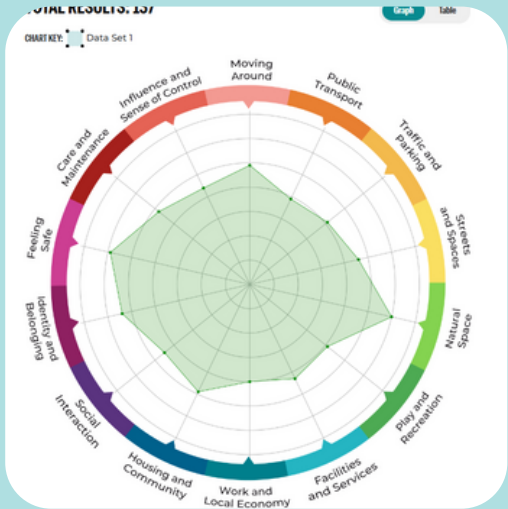


Other Projects





Resilience Plan for Portgordon



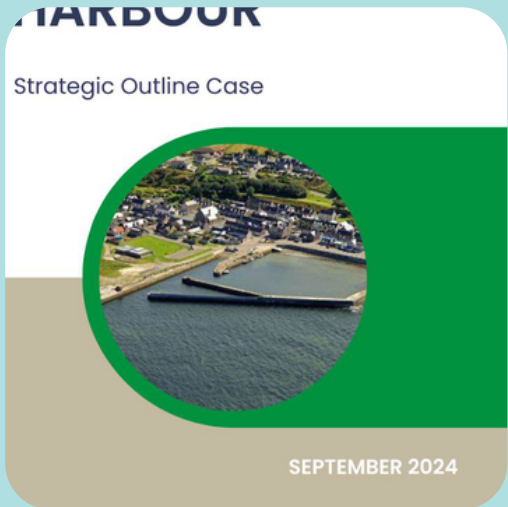


Local Place Plan





Phase 2 & 3 of The Richmond Building and The Harbour Cottage





Harbour Feasibility Study and Options Appraisal



Role of a Trustee

The Trustee

Join the PCT board if you are passionate about Portgordon and open to diverse views. We're seeking individuals who can commit time and energy, bring fresh ideas, and help achieve strategic goals. In return, you'll gain personal growth and skill development while contributing to meaningful projects. Experience in leadership, HR, finance, legal, IT, PR, charity governance, project management, and diversity is welcomed.

Make a difference in Portgordon!

Key Responsibilities



As a PCT trustee, your responsibilities include:

- Adhering to PCT's constitution and OSCR guidance.
- Preparing for and attending meetings.
- Overseeing finances and addressing issues.
- Managing risks.
- Participating in subgroups and monitoring projects.
- Supporting project delivery.
- Disclosing conflicts of interest.
- Representing PCT as a role model and ambassador.

Duties

As a trustee, your duties include:

- Acting in the charity's best interests
- Ensuring activities align with its purpose
- Demonstrating care, diligence, and legal compliance
- Claiming only reasonable expenses

For best practices, refer to guidance from OSCR and Companies House.

If you want to become more involved



If you would like to become a member of PCT, forms are available from Michelle in 20 West High Street

Or



you can sign up on our website: [here.](#)

Or

Call us on:
07399 031 253

Or

Drop us an Email:
hello@portgordon-ct.org



Membership Invitation

The trust is pleased to invite you to become a supporting member of our village group through which you will be able to voice your views on anything and everything concerning our village.

Being a member does not place any commitment upon you as an individual. You may or may not attend meetings. What your membership does is allow you to influence the projects the trust takes on and shows the outside world that there is quantifiable support for the regeneration and revitalization of our community through the various activities of the trust for the benefit of all Portgordon residents.

Types of membership:

Ordinary Membership is open to any person aged 16 years or over who is resident in Portgordon or its immediate surrounding area (including staff and families of pupils of Portgordon primary school), within the Lennox Community Council Area 15 of the Moray Council electoral Ward 4.

Ordinary Members are entitled to vote at meetings and are eligible to be nominated for election to the Board of Directors/Trustees at an AGM if they desire.

Associated Membership is open to non-residents of Portgordon and to ~~organisations~~ (wherever they have their principal office or place of business or main area of operation).

Associate Members are not entitled to vote at meetings and cannot be nominated for election to the Board of Directors/Trustees.

Junior Membership is open to those aged between 12 and 15 (whether or not they are resident in the Community).

All members are expected to support the objectives of the trust and to this end are eligible to express their views accordingly.

Company Registration No: SC282180 - Registered Charity No: SC040805

PTO



Membership Application

I hereby apply to become a member of the Portgordon Community Trust Ltd. Should my application be successful I agree to abide by the Group's Articles of Association.

Type of membership applied for:

☒ Ordinary ☐ Associate ☐ Junior ☐ None ☐

Name:

Address:

Postcode:

Telephone Nos:

Email Address:

Signature:

All information provided will be used solely to communicate with you in accordance with current General Data Protection Regulations (GDPR) re: Data Protection Act 2018 and will not be passed on or shared without your prior approval.

Date:

Approved: ☐ Not approved: ☐ Directors initials:

Please post the completed form in 19-21 West High Street, Portgordon, AB56 5QS.

Date:



07399 031253



hello@portgordon-ct.org



SCAN ME

