

PORTGORDON COMMUNITY TRUST

Recruitment Pack 2024

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About Portgordon Community Trust

Who we are

PCT, a Scottish charity, consists of members and Trustees, with its Constitution being the charity's governing document. This document defines our identity, operations, and charitable objectives.

Initially emerging from the Portgordon Community Harbour Group, Portgordon Village Hall, The Lampie Hoose and Portgordon Post, PCT has expanded its scope of responsibilities within the area.

PCT is committed to achieving the following goals:

- 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 and providing various forms of training and skills.

What we do

Trustees are appointed by members to oversee the charity's operations. They hold regular meetings to drive the charity's initiatives based on the authority granted to them in the Constitution.

PCT, along with its Community Development Officer, supports various village groups, allowing Trustees and active members to have a degree of autonomy in these areas.

Trustees engage in consultations to determine Portgordon community's objectives and devise community development plans accordingly. They address various emerging issues, such as coordinating with wind farms' community benefit funds.

Meetings are typically held monthly, with a flexible approach that includes online video conferencing and collaborative tools.

How we do it

PCT relies on volunteers to oversee the charity and carry out activities in line with its charitable mission. The existence of PCT hinges on the dedication of these volunteers.

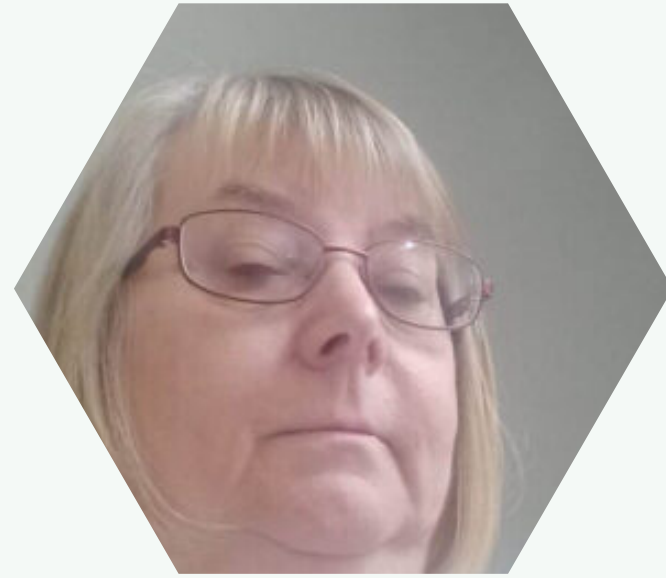
At present, we have a single full-time employee, Michelle Good. The Community Development Officer is tasked with enhancing the organisation's financial sustainability, managing day-to-day operations, and achieving set objectives.



Organisational Structure



Current Trustees



Recent Successes

The Richmond Building

Completion of Phase 1, The Richmond Building is now the Trust's Registered Office and the base for our Community Development Officer. Commercial uses on first floor & the two principal rooms can be utilised as meeting rooms or let out as hot desking space on an individual business or co-working model.



With our Cafe now running 3 days a week with a committed gang of volunteers that have undertaken their Food Hygiene Certificate, producing a lovely menu and home bakes. This is a space with a real social focus serving residents of Portgordon and the wider Moray Community, With huge thanks to the Adam Family Foundation who have supported us with essential equipment to allow the café to open.

Working closely with CM Design, we have submitted planning applications for Phase 2 & 3 of the development.

Currently, we are seeking funding for Phase 2 which will see the development of the Harbour Cottage and commercial kitchen.

We appreciate that this is an ambitious project, however, our Business Plan is robust and we are optimistic about gaining planning permission and securing the grant funding necessary to progress this development.

The Lampie Hoose Cafe

Now running 3 days a week with a committed group of volunteers that have undertaken their Food Hygiene Level, producing a lovely menu and home bakes. This is a space with a real social focus serving residents of Portgordon and the wider Moray Community, With huge thanks to the Adam Family Foundation who have supported us with essential equipment to allow operations.



Recent Successes

We have re-branded

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 Whats App Groups.



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. To celebrate the building's completion, the committee has hosted numerous events, with plans to hold even more in the upcoming year.

Village Hall Upgrades



What are we doing now and next

- Resilience Plan for Portgordon
- Local Place Plan
- Phase 2 & 3 of The Richmond Building and The Harbour Cottage
- Harbour Feasibility Study and Options Appraisal

PCT Strategic Overview



PCT's Strategic Objectives in part are

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.



PCT's Purpose

Create a Connected and Thriving Village.

PCT's Mission

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

PCT's Values

Authenticity, Competence, Responsibility, Commitment and Integrity.

Role of a Trustee

The candidate

You Live, Work or are passionate about Portgordon & you come from a diverse background willing to accept other people's views and ideas, consider them and constructively debate your point of view.

You are willing to donate your time to PCT while having the commitment to complete actions.

You bring energy and ideas to PCT and in return PCT provides opportunities for personal growth, development and the satisfaction of professional execution of our strategic plans.

To enhance a board, if you have any experience in the following areas, we would welcome them:

- Leadership
- Influence
- HR
- Financial expertise
- Legal knowledge
- IT/System proficiency
- PR/Communication skills
- Charity governance understanding
- Strategic planning abilities
- Project management experience
- Knowledge of diversity, equality, and inclusion.

Key Responsibilities

Follow PCT's constitution

Prepare for and attend trustee meetings

Monitor charity finances and address issues

Manage risks following OSCR guidance

Engage in PCT subgroups and project progress

Support project delivery

Disclose conflicts of interest

Serve as a role model and PCT ambassador

Legal Duties

To act in the charity's interest, ensure functions align with its purpose, demonstrate care and diligence, ensure compliance with charity law, and receive reimbursement for expenses. View OSCR's & Companies House guidance on good practice for charity trustees at the provided links.

<https://www.oscr.org.uk/guidance-and-forms/managing-a-charity-guidance/>

<https://find-and-update.company-information.service.gov.uk/company/SC282180>

**To support the objectives of PCT and consider the annual performance of the Directors.
Championing the work of PCT in the wider community.**

Trustees and Members in brief...

To support the objectives of PCT and consider the annual performance of the Trustees.
Championing the work of the PCT in the wider community.



Charities and Trustee Investment (Scotland) Act 2005 and the regulator OSCR set the following expected standards of conduct of members of a charity:

- Act in the interests of the charity, and
- Seek in good faith, to ensure the charity acts in a manner which is consistent with its charitable purposes.



Read and follow PCT Constitution



Prepare for and attend the organisations AGM



Participate in PCT subgroups of personal interest



Declare any conflicts



Be a role model and ambassador for PCT

Co-opted Director

To support the charity management with specialised skills, providing feedback and support to Trustees and employees.

As PCT grows, we are seeking to add key skills into our team so that we are resourced for success.

Co-opted Directors do not need to live or work in the area of Portgordon which provides some flexibility for PCT to attract suitable talent to support the charity.

This role is vital for our success and will be targeted at increasing our resource with the following capabilities:

Leadership, Influencing, HR skills, IT/Systems, PR/Communications, Knowledge of Charity governance, Strategy Development, Project Management, Diversity, Equality and Inclusion, Financial development and Business planning.



Associate Membership

To support the objectives of PCT and consider the performance of the Charity. We both consider opportunities to partnership.

PCT supports many groups in Portgordon and in return it would be fantastic if they can show their support by becoming an associate member of PCT. This would allow them to receive information before it becomes public and give them an opportunity to feedback on community development plans. Associate Members can attend AGMs and other public meetings but not participate in voting on PCT matters.



Junior Membership

To support PCT to focus on encouraging citizenship, youth opportunities and community spirit.

Junior Membership is be open to young people aged between 12 and 15 (whether or not they are resident in the Community) who support the objectives and activities of the Trust.



Volunteer with us!

we believe that a strong community is built on a foundation of support, compassion, and collaboration. Our volunteers play a crucial role in fostering these values and ensuring that our projects can continue and grow for everyone.

By volunteering with us, you'll not only make a positive difference but also experience a multitude of personal benefits:

Sense of Purpose: Volunteering provides a sense of fulfilment by knowing that you are contributing to the well-being of your community. It's a chance to give back and make a meaningful impact on the lives of others.

Skill Development: Whether you're looking to enhance your skills, gain experience in customer service, or develop leadership abilities, our projects offers diverse opportunities for personal and professional growth.

Community Connection: Volunteering with us allows you to connect with people from all walks of life, fostering new friendships and strengthening community bonds.

CV Enhancement: If you're a student or job seeker, volunteering can be an excellent addition to your resume, showcasing your commitment to social responsibility and teamwork.

Flexible Volunteering: We understand that everyone has different commitments and availability. We welcome any time that you have to accommodate your busy life.

We have a variety of volunteer opportunities available, across all our projects and buildings



How to apply

If you are interested in finding out more or signing up as a Member or Trustee please get in touch through the following means:

SCAN ME



Visit our website

<https://portgordoncommunity.co.uk/>



Email us

hello@portgordon-ct.org



Chat to a our Community Development Officer

Michelle Good on 07399 031 253