

SUPPORT POSITIONS REQUIRED FOR CDT MAINTENANCE/DEVELOPMENT

Delivering the developments and maintaining activities at their current level will only be possible if people come forward to provide their local knowledge, and their skills and experience. Please consider what you can provide and mark expressions of interest in the relevant boxes below:

Support areas and Volunteer Work Needed	Mark X as interested
Business Development	
Business Development Group Chair and Business Development Group members	
Comrie Heritage Group	
Additional group members to plan and oversee developments and support existing work programme	
Events and Sports	
Additional event planning and event management volunteers for group meetings and event support	
Orchard and Woodland	
Additional group members group meetings and work activity in the Orchard and on the hill ground	
Communications	
Communications Group Chair and 2 communications volunteers for a wide range of tasks	
General Administration	
Admin/HR Group Chair and 2 part time office volunteers to work with staff and current volunteers	
Tenancy Management	
Lead Board Member to support staff with tenancy matters, lettings, hut user liaison and finance issues	
Legal advice – voluntary support required for legal advice on contracts and other tenancy matters	
2 x tenancy management volunteers	
Facilities/Estate Management	
Maintenance volunteers to support work to maintain the site for community users and visitors	
Financial Planning/Financial Management	
1 x Finance assistant – incomes and expenditures – to support CDT Treasurer and Finance Officer	
1 x bookkeeping volunteer - to assist with accounts – rental/charges/grant income – project costs	

Name:

Address: Post Code:

Phone Number: landline mobile

E-mail Address:

Please complete and return to: Comrie Development Trust, Hut 3, Cultybraggan Camp, Comrie, PH6 2AB
Or email details to: cdt@comriedevelopmenttrust.org.uk; Website: www.comriedevelopmenttrust.org.uk/



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