



Cassiltoun Housing Association
Community Connections Assistant
Fixed Term 1st September 2026 until
31st August 2028
Candidate Information Pack

INVESTORS IN PEOPLE™
We invest in people Gold





Thank you for your interest in our vacant position of Community Connections 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 **21st July 2026 at 12 noon**. We will not accept any applications received beyond this time.

Shortlisting date: 23rd and 24th July 2026

Interview Date: 30th July 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
Head of Corporate, HR & Finance

Telephone: 0141 631 5207

Email: 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 –
 - Head of Housing and Communities
 - Head of Corporate, HR & Finance
 - Head of Asset Management
 - Technical Team
 - Housing Services Team
 - Advice Team
 - Finance and Corporate Services Team
 - Community Team

3. **Community team**

- 3.1 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.
- 3.2 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 creative activities such as art and creative writing, 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.



Community Connections Assistant 4 days per week (Funded by the National Lottery Community Fund) Fixed Term 1 st September 2026 until 31 st August 2028	Grade 6, PA17-20 £36,999- £40,435 (pro rata)
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This role will take the lead on the Castlemilk Community Connections programme. This will involve supporting a range of activities including: Volunteering, community events, community meals, community garden and composting, Health Issues in the Community Course, Conversation Cafe and participatory budgeting as well as supporting the wider work of the Community team.

This project aims to empower communities to make a meaningful difference in their local area. We will strengthen social cohesion, reduce isolation, enhance the local environment, and support people's health and wellbeing. We will also create opportunities for a diverse range of individuals to build skills, gain experience, and take an active role in shaping their 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 working with all age groups.

You will work with the Community Development and Engagement Manager and the wider Community team to ensure the voices of our communities 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 subject to a satisfactory PVG check with Disclosure Scotland

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: 21st July 2026 at 12 noon

Shortlisting date: 23rd and 24th July 2026

Interview Date: 30th July 2026

Cassiltoun Housing Association is striving towards equal opportunities for all.



JOB DESCRIPTION

Job Title	Community Connections Assistant (Fixed Term 1 st September 2026 until 31 st August 2028) – 4 days per week (Funded by the National Lottery Community Fund)	Department	Community Team
Reporting To	Community Development and Engagement Manager	Grade	Grade 6, PA17-20 £36,999- £40,435 pro rata
Post Number		Date	July 2026
Job Purpose			
To manage the Castlemilk Community Connections project to ensure activities are delivered and evaluated. To support the volunteering programme. 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.			
Accountability			
Role is part of the Community Team, reporting to the Community Development and Engagement Manager			
Key Responsibilities			
Community Connections Assistant: As the lead on the Castlemilk Community Connections programme you will: • Oversee the Community Connections volunteering programme. This includes recruiting, supporting and managing volunteers, ensuring the correct paperwork is completed. You will research and recommend changes to better support the diverse range of participants volunteering at Castlemilk Stables as well as monitoring our volunteering programmes. You will develop volunteer training opportunities and mentor and support volunteers to achieve their aspirations. • Collect monitoring and evaluation for the Castlemilk Community Connections programme. • Keep detailed records of, for example, budget expenditure, participation, project memberships			

- Oversee the development of the Conversation Café programme. This will bring together native English and Scots speakers with recent migrants and refugees to share language and discussion. This will be supported by Sessional staff.
- Support the Health Issues in the Community programme group- this is a course that helps people understand what affects the health of their communities and to address these issues using a community development approach.
- Coordinate the running of the weekly community meal with the Sessional staff.
- Act as a point of contact and support the Community Food and Garden Worker to run the community garden programme.
- Support the Community team to deliver large scale community events and support community involvement in activities.
- Oversee the delivery of participatory budgeting and the steering group.

As part of the Community Team you will:-

- Widen community participation across Castlemilk
- Attend networks and forums on behalf of Cassiltoun Housing Association and the Castlemilk Community Connections programme.
- Deputise for the Community Development and Engagement Manager if required.
- Support the delivery of a wide calendar of community events and activities.
- Assist the Community Team in identifying the needs and aspirations of local people as a basis for project development and be involved in designing, developing, and completing consultation activities
- Liaise with the community and other bodies to build partnerships, enhance capacity building, and provide a collective response to local aspirations
- Manage a busy timetable of critical dates, for example, funding application deadlines, monitoring returns, and publications
- 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.
- Co-ordinate marketing/PR of events & activities i.e. posters, social media, press releases
- Produce reports, publications, newsletters etc
- Identify, research, and complete funding applications with minimal supervision
- 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.

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 Connections Assistant (Fixed Term 1 st September 2026 until 31 st August 2028)	Department	Community Team
Reporting To	Community Development and Engagement Manager	Grade	Grade 6, PA17-20 £36,999- £40,435 (pro rata 4 days a week)
Post Number		Date	July 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	Experience of working with volunteers Experience of evaluation and report writing. Experience of creating marketing materials and social media content creation. Practical experience of supporting community events and activities. Knowledge and understanding of community development and engagement. Experience of using a range of IT packages including Excel, PowerPoint, Outlook and creative design packages (for example Canva) and social media.	Experience of applying for funding and managing funds Experience of organising and delivering events Understanding of tenant and community participation Experience of project monitoring and evaluation Experience of facilitating group activities Project management experience Partnership working experience. Experience of participatory budgeting or funding.
Skills and Abilities	Excellent written and verbal communication skills.	Experience of report writing for boards and funders.

	Excellent numeracy skills and the ability to use Excel. Excellent team-working and interpersonal skills Excellent organisational, administrative and planning skills Be willing to be flexible in your approach to work and the ability to multitask. Manage your own workload working under your own initiative.	
Personal Qualities	Be positive in your approach to work and be polite, professional, and friendly to all. Commitment to professional development: Willingness to learn and to attend training courses when required. Value and uphold confidentiality Respect diversity and promote equality of opportunity when working with colleagues and members of the public	
Other Requirements	Willingness to work outdoors Willingness to work (occasional) evenings and weekends	



Community Connections Assistant – 4 days per week

Fixed Term 1 September 2026 until 31 August 2028

Summary Terms of Conditions

Location	59 Machrie Road, Glasgow G45 0AZ
Standard Hours of Work	28 hours per week (4 days), to be worked flexibly in conjunction with the service
Grade & Salary	Grade 6, PA17-20 £36,999- 40,435 pro rata
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