



Concept Note for Fundraising: Musselburgh Community Development Officer

Purpose

East Lothian Climate Action Network SCIO (ELCAN) are supporting Sustaining Musselburgh by seeking funding to establish a **0.8 FTE Community Development Officer for the Musselburgh Area Partnership area for an initial three-year period.**

The role would provide dedicated capacity to help local people, community organisations and partners develop and deliver a shared vision for Musselburgh. It would combine community planning and engagement with practical support for existing projects, creating a pathway towards larger-scale community-led investment and delivery.

Rationale

Musselburgh has a strong network of active community organisations, volunteers and local projects. Sustaining Musselburgh has helped initiate and support a range of community-led environmental and sustainability activities, but much of this work currently depends on limited volunteer capacity.

There is an opportunity to build on this activity by employing a dedicated officer who can:

- support development of a community-led action plan, or multiple plans, for the Musselburgh Area Partnership area;
- help Sustaining Musselburgh coordinate and develop its existing projects;
- identify and secure funding for agreed local priorities;
- support the Sustaining Musselburgh Chair with project meetings, administration and follow-up;
- strengthen collaboration between community groups, East Lothian Council, the Area Partnership, funders and other local partners; and
- prepare projects for larger-scale implementation.

The first year would balance the development of a community action plan with strengthening and progressing existing Sustaining Musselburgh projects. The plan would identify community priorities, existing assets, potential projects, delivery partners and future funding opportunities.

Over time, and with more funding, the role could develop towards a model similar to the [East Lammermuir Community Development Officer](#): supporting the implementation of substantial, long-term projects emerging from an agreed community plan.

Hosting and governance

The officer would initially be employed and line-managed by **East Lothian Climate Action Network SCIO**. Hosting the role within ELCAN would give the officer access to organisational support, established employment systems and connections with community climate activity across East Lothian.

The officer would work closely with Sustaining Musselburgh and the wider Musselburgh community. The hosting arrangement could be reviewed as Sustaining Musselburgh develops, with the option of transferring the role to Sustaining Musselburgh if and when this becomes the most appropriate arrangement.

Indicative resources

The post would be established at **0.8 FTE for three years**, aligned with ELCAN's Community Development Officer salary band of **£33,657 full-time equivalent**.

This equates to an indicative salary of approximately **£26,926 per year**, or **£83,225 over three years**, assuming a 3% annual pay rise, before employer costs.

Allowing for employer National Insurance, pension contributions, travel, equipment, project expenses, management and organisational overheads, the likely total funding requirement would be approximately **£110,000–£125,000 over three years**.

Fundraising consultancy

ELCAN proposes to invest **£1,000 in specialist fundraising consultancy** to:

- refine the case for support and funding proposition;
- identify suitable trusts, foundations, public-sector programmes and other funders;
- advise on whether the role should be funded through one principal application or a package of funding;
- develop an initial fundraising plan and application timetable; and
- support preparation of one or more priority funding approaches.

To express interest

- E-mail your CV along with a brief description of how you might approach this opportunity for consultancy, no later than 15th September 2026
- bobby@eastlothianclimatehub.org - Subject line: 'Musselburgh Fundraising'
- If a suitable consultant is identified before the close date, this opportunity may then become unavailable. We will announce this by editing the
- Thank you!