

## JOB DESCRIPTION

<b>JOB TITLE</b>	Development Officer
<b>REPORTS TO</b>	Chief Executive
<b>LOCATION</b>	Home based, utilising office space in Haltwhistle, Prudhoe and at CAN's base in Pegswood as required.
<b>SALARY</b>	£27,741 pro rata (SCP 23)
<b>PENSION</b>	Employer contribution of 6%
<b>ANNUAL LEAVE</b>	Based on 25 days per annum pro rata for hours worked
<b>TERM</b>	One-year fixed term contract (renewable, subject to funding)
<b>WORKING HOURS</b>	3 days a week (22.5 hours)
<b>ACCOUNTABILITY</b>	To the Board of CAN, usually via the Chief Executive, and to the Boards of Haltwhistle Partnership and Prudhoe Community Partnership.
<b>JOB PURPOSE</b>	
<p>Development, delivery and management of projects and other activities on behalf of Haltwhistle Partnership.</p> <p>Development, delivery and management of projects and other activities on behalf of Prudhoe Community Partnership.</p> <p>Development, delivery and management of innovation projects and activities in association with the National Innovation Centre for Rural Enterprise.</p>	
<b>MAIN RESPONSIBILITIES</b>	
<ol style="list-style-type: none"> <li>1. Acting as the Project Officer for Haltwhistle Partnership, carrying out a range of roles: <ul style="list-style-type: none"> <li>• Delivery of Partnership priorities as agreed with the Board and Chair</li> <li>• Development and management of property assets</li> <li>• Development and implementation of regeneration and community development projects identified by the Board</li> <li>• Ensuring effective management of existing Partnership activities and supporting the work of the Partnership Administrator/Older People's Project Officer</li> <li>• Attending Board meetings and direct liaison with trustees</li> <li>• Identifying and securing funding opportunities</li> </ul> </li> <li>2. Acting as the Development Officer for Prudhoe Community Partnership, carrying out a range of roles: <ul style="list-style-type: none"> <li>• Development and management of specific project activities, both capital and revenue, as agreed with the Board</li> <li>• Ensuring effective project management, supporting the work of the Spetchells Centre Manager and team</li> <li>• Attending Board meetings and direct liaison with trustees</li> </ul> </li> </ol>	

- Identifying and securing funding opportunities
3. Supporting the work of the National Innovation Centre for Rural Enterprise (NICRE), led by Newcastle University, through:
    - Active engagement with the NICRE team, supporting the development of innovation projects in rural Northumberland
    - Supporting the CAN Chief Executive and the NICRE team in developing and implementing innovative rural enterprise projects
    - Attending relevant NICRE meetings and deputising for the Chief Executive as required
  4. Liaising with the CAN Chief Executive and team to ensure all activities benefit from CAN's work and extensive networks.
  5. Developing and maintaining strong, effective relationships with key organisations and groups.
  6. Working with partner organisations as appropriate in the development and delivery of activities.
  7. Completing funding proposals both independently and as part of a team.
  8. Maintaining an understanding of rural innovation and helping to promote good local practice.
  9. Ensuring effective financial and output monitoring of all activities and compliance with funding and other rules as appropriate.
  10. Reporting on all activities to the relevant Boards and CAN's Chief Executive.

#### **QUALIFICATIONS**

**Essential** – Educated to university or professional level and/or able to demonstrate significant relevant experience.

#### **KNOWLEDGE, SKILLS AND EXPERIENCE**

##### **Essential**

Three years management experience in roles where accountable for both operational and financial delivery.

At least three years' experience working in a relevant field (e.g. regeneration and community development).

Direct experience of successful project development and management in relevant fields (both capital and revenue).

Clear understanding and direct experience of innovation in response to issues faced by rural communities.

Excellent stakeholder engagement and management skills.

Ability to form and maintain appropriate professional relationships with a wide range of organisations and individuals across all sectors.

Demonstrable experience of effective partnership working and delivery.

Knowledge of funding mechanisms, including tendering and procurement, and a strong track record in securing funds.

Ability to develop and progress the skills, knowledge and confidence of individuals and groups.	
Ability to manage own priorities, time and workload to agreed deadlines, budget and quality standards.	
Excellent communication skills in particular verbal communication in person, on the telephone and via online mechanisms.	
Ability to write concise reports, case studies, newsletter articles, business cases and complete funding applications.	
Strong team building and participatory skills.	
Self-motivated and able to work under own initiative.	
Diplomatic, articulate and enthusiastic.	
Good general IT skills (Microsoft Word, Excel, using databases). Excellent online skills including the ability to use Zoom and other teleconferencing packages.	
<b>DESIRABLE</b>	
Experience of developing and implementing sustainable funding models for a charity, social enterprise or similar.	
Experience of supporting a Board, board development and governance	
Experience of working with diverse communities of place, interest and character.	
<b>OTHER</b>	
Driving Licence	Access to a car or motorbike for business travel is essential.
Travel	The willingness and ability to travel across Northumberland and the North East as necessary is essential.
Flexible Working	The willingness and ability to work flexibly, including evening and weekend meetings is essential.