



Community Action Northumberland

## CAN Community Development Officer

Many thanks for your interest in this brand-new post at CAN. The information below provides a little more background.

### About CAN

Community Action Northumberland (CAN) was established in 1951 to support the rural communities of Northumberland. We are a charity and a company limited by guarantee, governed by a board of trustees and currently with 13 staff (9.9 full-time equivalents).

CAN is a member of the ACRE Network (Action with Communities in Rural England) and has strong connections with a wide range of local organisations.

Throughout the covid-19 pandemic, we have continued our operations without the need to furlough any staff and we are a financially robust organisation. You can find out more about CAN via our [website](#).

### Our Village Halls Service

Providing a comprehensive support service to village halls and community buildings across Northumberland is a core part of CAN's DNA. Since 1951, we have been providing advice, support and guidance to village halls and community buildings on all aspects of community building operation, management and development. This includes advice on governance, charity law, licensing, insurance and legal matters pertaining to village halls such as health & safety. It includes support with capital projects to refurbish existing halls or build new halls. Recently we have undertaken a 'Digital review' of village halls in the county to better understand the digital inclusion role they could play in the future and we have established a Northumberland Village Halls Portal as a virtual way for people and organisations to discover our halls.

We are currently in the final year of a £1 million partnership with the National Lottery Community Fund to invest in capital improvements to 30 halls and we are investigating the feasibility of potential renewable energy installations at a number of facilities. Exciting times!

Our village halls service has been run by our dedicated officer, Louise Currie, for many years. Louise has built up huge experience and understanding of Northumberland's halls and has helped the service to become massively valued by all halls and our two village hall consortia in the North and West of the county who work to share good practice, information and carry out joint procurement exercises. Louise has led accreditation of village halls under the national '[Hallmark](#)' scheme and undertakes training sessions for village hall representatives on a range of matters.

After 15 years undertaking the role, Louise has decided to improve her work-life balance and reduce her hours to 3 days per week. Rather than looking to create a new post to fill the other 2 days per week, CAN has decided to increase our capacity and enhance our service still further.

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Community Action Northumberland is a company limited by guarantee (reg no.07805401) and a charity (reg no.1144604)

## **The New Post**

The new permanent post of Community Development Officer has been created to work for 4 days per week.

This will allow for on-the-job learning from Louise, enabling the new postholder to gain the necessary experience and understanding to fulfil the role. We don't expect to find someone who already has this knowledge but you can learn everything you need from Louise!

In addition, the postholder will undertake a range of related activities which will include:

- Taking on the lead role for our [Village Halls Heritage Project](#), funded by the National Heritage Lottery Fund to celebrate the cultural and historic significance of village halls in Northumberland.
- Taking on the lead coordination role in relation to both our new [Village Halls Portal](#) and our [Parish Council Portal](#), advising and supporting individual halls and Councils as appropriate.
- Supporting our Energy Lead to deliver our [Warm Hubs](#) initiative.

This is a great opportunity to join a thriving organisation with a string staff team and strong group of trustees. We are very well regarded in the area for our role in supporting rural communities and have excellent links with a wide range of partner organisations.

## **More information**

If you are keen to find out more about the role, which we hope you are, please email either Louise Currie at [louisecurrie@ca-north.org.uk](mailto:louisecurrie@ca-north.org.uk) or our Chief Executive, Andy Dean at [andydean@ca-north.org.uk](mailto:andydean@ca-north.org.uk) to arrange a time for a telephone discussion.

Please note that Andy is on leave and will return on Tuesday 31<sup>st</sup> August.

**The deadline for applications is NOON on Monday 20<sup>th</sup> September 2021.**