

Role Description

Purpose of the Role

- To contribute positively to the work of the steering group by:
 - Preparing for and actively contributing to steering group meetings.
 - Communicating with local people to gather views on relevant issues
 - Raise awareness of the work of the steering group.
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Skills, Knowledge, Experience and Personal Qualities needed

Essential

- Knowledge of the local area
- An ability to listen to and respect a wide range of stakeholders and ensure their interests are taken into consideration in the development of the fund.
- An ability to analyse and interpret information,
- Excellent communication skills
- An ability to work positively as a member of a team.
- An understanding of and commitment to equal opportunities.
- An understanding of confidentiality issues
- A commitment to ensuring that the community benefit fund is used for the benefit of the local community.

Desirable

- Experience of community development and / or fund management
 - Ability to represent one or more sectors of the local community (eg: young people, older people, business community, voluntary sector organisations etc).
 - Experience / knowledge of issues of local relevance (eg: infrastructure, work, education and the economy, community facilities, housing, health and leisure, natural environment etc)
 - Understanding of governance particularly in the voluntary sector
 - Networking skills and experience
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Commitment Required

It is anticipated that members of the group will be required to attend steering group meetings at local community venues a minimum of once every 3 months in the period leading up to the launch of the fund. Some preparation for each meeting will be necessary (eg- reading papers, etc). In addition, members may be involved in some email exchanges in between meetings, and may have the opportunity to participate in additional meetings and activities to consult with local people.

The time commitment required may vary throughout the period but is likely to average approximately 3 hours per month.

Support Available

An induction into the role will be given at the first meeting.