

JOB DESCRIPTION

JOB TITLE	Community Development Officer
REPORTS TO	Chief Executive
LOCATION	Working from home and from CAN's base in Pegswood as appropriate within CAN's 'Blended Working' policy
SALARY	£27,741 - £29,557 pro rata (SCP 23 – 25)
PENSION	Employer contribution of 6%
ANNUAL LEAVE	Based on 25 days per annum pro rata for hours worked
TERM	Permanent
WORKING HOURS	4 days a week (29 hours)
ACCOUNTABILITY	To the Board of CAN, usually via the Chief Executive.
JOB PURPOSE	
<p>Act as a 'Village Hall Adviser,' providing comprehensive support service to village halls and community buildings across Northumberland</p> <p>Development, delivery and management of community development projects and other activities on behalf of CAN.</p>	
MAIN RESPONSIBILITIES	
<ol style="list-style-type: none"> 1. Provision of advice, support and guidance to village halls and community buildings on all aspects of community building operation, management and development. This will include advice on governance, charity law, licensing, insurance and legal matters pertaining to village halls such as health & safety. 2. Provision of advice and support to village hall/community building committees with respect to fundraising for capital and other projects. 3. Developing and running appropriate training for village hall/community building representatives on relevant matters. 4. Provision of advice and support to Northumberland's two village hall consortia (the North Northumberland Village Halls Consortium and the West Northumberland Community Buildings Consortium), sharing good practice and supporting effective networking. 5. Coordination and administration of the 'Hallmark' quality standard scheme in Northumberland, acting as an assessor and training volunteers accordingly. 6. Supporting village hall/community building committees to become financially, environmentally and socially sustainable. 7. Manage support for the Northumberland Village Halls Portal and the Parish Council Portal, supporting individual organisations to join the portals and responding to ongoing enquiries. 8. Development and management of specific project activities in relation to CAN activities including, for example, the Northumberland Village Hall Heritage Project. 	

9. Work alongside the project lead to support Warm Hubs in Northumberland and the Warm Hub network.
10. Attend Board meetings as required and direct liaison with trustees.
11. Identifying and securing funding opportunities to develop and maintain CAN's services and individual projects.
12. Developing and maintaining strong, effective relationships with key organisations and groups.
13. Working with partner organisations as appropriate in the development and delivery of activities.
14. Ensuring effective financial and output monitoring of all activities and compliance with funding and other rules as appropriate.
15. Reporting on all activities as required.

QUALIFICATIONS

Desirable – Educated to university or professional level and/or able to demonstrate 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. 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 and organisations.

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.

Experience of training small groups and individuals.

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.	
DESIRABLE	
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.	
Experience of managing websites.	
OTHER	
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.