**Job Description**

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| **Job Title:** | **Community Development Lead (Project Manager)** |
| **Reports to:** | Operations Director |
| **Location:** | Devon Communities Together, Lustleigh Close, Exeter |

**Job Purpose:**

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| **Delivering our vision:** Working alongside other Devon Communities Together staff and our partners to deliver the vision of dynamic communities shaping their own futures; addressing disadvantage, developing and improving the quality of life and vibrancy of communities.  The Community Development Lead (Project Manager) role is intended to be adaptable, to enable Devon Communities Together to respond flexibly to a changing funding and project work programme. |

**Principle Duties and Responsibilities:**

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| This is a generic description of the likely range of activities some (but not all) of which would be included in the job holders work programme.   1. **Community work and rural development:** To assist communities with community engagement techniques and the assessment of local need. Including support for Community Led Planning, Neighbourhood Planning and Community Facilities (Community Buildings / leisure facilities / community shops etc.) 2. **Project Development / Delivery:** To take a lead role in developing and front line delivery of community development and regeneration projects. 3. **Project Management:** Manage all aspects of project delivery including project budgets and other project staff as may be required. 4. **Consultancy Contract Delivery:** To deliver pieces of consultancy work. From designing and quoting to delivering the contract ‘on brief, on time and on budget’ 5. **Small Business / Enterprise support:** To build the capacity of entrepreneurs and communities to develop viable business enterprises and collaborative solutions to local needs, providing information, support and training. 6. **Staff Management:** Line management of other staff as may be required. 7. **Policy & Programmes:** To keep abreast of current issues, trends and developments, locally and nationally, which are relevant to the Job Role and likely to influence the work of Devon Communities Together. 8. **Representation**: To represent and promote the work of Devon Communities Together with communities, funders, statutory bodies, business and voluntary sector organisations. 9. **All Staff Duties:** To prepare and assist with marketing, reports, articles, and any promotional, monitoring and evaluation requirements. 10. **Other Duties:** To undertake other duties relevant to the post as required. |

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| **Structure Chart:**  Operations Director  Enterprise Coaching (Project Manager)  Empowering Enterprise (Project Manager)  Community Development Lead (Project Manager)  Social Enterprise Manager  Senior Manager / DALC County Secretary  Rural Housing Team - Team Leader |

**Person Specification:**

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| **Attribute** | **Essential** | **Desirable** | **Method of Assessment** |
| **Management** | Project Management experience including reporting and budget management. | Managing/supervising project staff.  Managing community volunteers. | Application form / Interview |
| **Experience & Skills** | Managing a complex and demanding workload.  Ability to effectively engage and work with local communities.  Development & delivery of presentations and training courses  Ability to work on own, organising your time so as to meet the external and internal deadlines  Experience of managing information and report writing.  Excellent communication skills, written and spoken | Rural community development experience.  Experience in one or more of the following areas:   * Neighbourhood Planning (as introduced in the Localism Act) * Drafting project proposals / Negotiating contracts * Delivery of business advice (to small businesses and / or social enterprises). * Community Asset Development (e.g. supporting asset transfer) | Application form / Interview / references |
| **Personal Attributes & Qualities** | A good team worker.  Highly organised with a ‘can do’ attitude.  An interest and passion for some of the current areas of work identified in Job Description.  Ability to relate well to a wide variety of people, to achieve consensus and resolve conflict.  A concern for rural communities and the issues they face.  Ability to travel around Devon for meetings. Willing to work some unsocial hours. | Ability to stay calm and solution focussed when faced with challenges. | Application form / interview |
| **Strategic Thinking** | To keep abreast of current issues, trends and developments, locally and nationally, likely to influence the work of Devon Communities Together | Awareness of relevant agencies, voluntary sector networks and the legislative and policy frameworks.  Good local knowledge of Devon, especially rural Devon. | Application form/ interview |
| **Education and Training** | Degree level (or evidence of working at this level). | Project Management trained/qualified.  Qualified housing / planning professional  **or**  Qualified business / social enterprise advisor (e.g.SFEDI,ILM level 5) | Application form / References /Certificates |
| **Specialist Knowledge** | High level IT skills Sufficient to be self-supporting both in the office and remotely (Microsoft Office 365) | Specialist knowledge in one or more of the areas identified under Desirable Experience & Skills above | Application form/ interview |
| **Equal Opportunities** | Understanding and recognition of the principles of equality and diversity |  | Application form/ interview |