**Job Description**

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| **Job Title:** | Trainee Rural Officer |
| **Reports to:** | DCT Project Manager |
| **Location:** | Devon Communities Together, Exeter |

**Job Purpose:**

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| To support the DCT Delivery Team to effectively engage communities in a wide range of project activity including community development, community planning and community regeneration processes. |

**Principle Duties and Responsibilities:**

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| ***This is a trainee role where the Job Holder will gain on the job experience of community engagement and development. The Job Holder will receive appropriate training to enable them to support Project Managers and Community Projects Officers in the delivery of a wide range of project work.***  ***The nature of the work will depend on the funding programmes secured from time to time, and will typically involve working with individuals and community groups across Devon to achieve the Vision and Social Objectives of Devon Communities Together.***   1. **Community Engagement and Development:**    * To work directly with communities, and with partner agencies, to develop or improve the quality of life and vibrancy of communities.    * To support the delivery of a project-based response across the areas of engagement identified within DCT’s Strategic Plan.    * To react to general enquiries from Communities, Organisations and other client groups. Researching, responding, redirecting and advising as appropriate.    * Work areas may include: Community Led Planning (Parish Plans, Neighbourhood Plans, Community Emergency Plans); Community Assets (Village Halls, Sport and Play areas etc.); Fuel Poverty; Social Enterprise support; Working with Children and Young People; and other areas of activities. 2. **Project Support:** SupportingProject Managers and Community Project Officers in the effective delivery of specific pieces of project work as are secured from time to time. 3. **Research:** To research, analyse and keep abreast of trends and issues affecting communities, along with relevant initiatives and projects. 4. **Marketing:** To write, prepare and collate promotional material for DCT, and to actively promote the work of Devon Communities Together to rural communities and enabling agencies. 5. **Membership** – promoting membership of DCT. 6. **All Staff Duties**: To prepare and assist with reports, articles, and any DCT monitoring requirements. To attend Staff and other meetings of DCT as required. 7. **Other Duties** To undertake any other duties commensurate with the Job Purpose as directed by DCT Senior Management/Directors. |

**Structure Chart:**

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**Person Specification:**

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| **Attribute** | **Essential** | **Desirable** | **Method of Assessment** |
| **Management** | None |  |  |
| **Experience** | This is a trainee role and no experience is necessary. |  |  |
| **Practical Skills** | * Well organised, able to multi-task and respond positively to competing workloads and deadlines. * Ability to work independently, show initiative and appreciate when to seek further guidance. * Self sufficient with ICT. Confident & proficient in the use of Word, Excel, PowerPoint and Outlook. * Good writing skills, to manage information and write impactful reports. | * Confident in preparing and presenting information / training to an audience. * Event organisation / management. | Application form / References / Interview |
| **Strategic Thinking** | Willing and able to engage in discussions on issues of local significance. |  | Application form / Interview |
| **Education and Training** | Educated to A level standard | Educated to degree level or equivalent | Application form |
| **Specialist Knowledge** | None |  |  |
| **Personal Attributes** | Work Approach:   * ‘Can do’ approach -flexible, adaptable and willing to learn * A good team member   Communication:   * Able to relate well to a wide range of people from a variety of different settings and organisations * Well developed interpersonal communication skills and a confident and professional telephone manner * Tactful and sensitive towards others * A friendly, open and welcoming approach   General:   * A concern for communities and the issues they face * Integrity and absolute discretion * Willingness to travel around the county for meetings and to work some unsocial hours, (evening and weekends). | * Able to demonstrate commitment to our aims * Good Local knowledge of Devon, especially rural Devon. | Application form / References / Interview |
| **Equal Opportunities** | Understanding and recognition of the principles of equality and diversity |  | Application form / Interview |