

June 2021

Dear Applicant



## Community Development Officer

**Term:** Fixed-term 12 month contract in the first instance (but with potential for review and extension to the end of 2023)  
**Hours:** Full-time (36.25 hours per week)  
**Salary:** £25,128  
**Place of Work:** Office (currently Exeter) and/or from home, to be decided

Thank you for your interest in the above post. Please find attached:

- Job description and person specification
- Information about the Immigration, Asylum and Nationality Act 2006
- Application Form

Devon Communities Together (DCT) is the operating name of The Community Council of Devon, an independent charitable company founded in 1961, and part of a national network of Rural Community Councils.

We are a community development organisation, committed to helping communities help themselves, by providing advice and information and supporting projects throughout Devon. We have a special concern for Devon's rural communities and especially those who are at risk of isolation and disadvantage and for whom rurality brings an additional challenge to their daily lives.

Our **Vision** is of dynamic communities shaping their own futures. Our **Mission** is to inspire and support communities to be thriving, resilient and inclusive.

Please use the **Application Form** provided; we do not accept Curriculum Vitae (CV). However, should you think it would be helpful to submit a **Magna Vitae** as part of your application, we would be pleased to accept this (please see below for details).

Please note that the shortlisting process involves scoring applicants against how well they match the person specification, so please provide clear evidence of how you meet each of the requirements. Where job requirements and operational demands allow, we will consider any reasonable requests for flexible working patterns.

Our preferred method of receipt of applications is via e-mail to [recruitment@devoncommunities.org.uk](mailto:recruitment@devoncommunities.org.uk). However, if you prefer to send a hard copy of your application in the post please mark the envelope 'Confidential: Job application' and provide a stamped addressed envelope if you require acknowledgement of its receipt.

**If you require this application pack in large print or a different format please contact Devon Communities Together on 01392 248919**

**Deadline for applications:** Please note that all applications must be received at Devon Communities Together office by **9am, Thursday 15th July 2021**

**Interview Date:** Interviews are expected to take place on **Thursday 22nd July** (probably by Zoom or similar). The start date will be as soon as practicable after interview.

### **Magna Vitae**

Should you wish to submit a Magna Vitae as part of your application, we would be pleased to accept this. A Magna Vitae is an honest description of a candidate's past to celebrate how they have overcome the difficulties in their life. It gives an explanation of what they have learned during their journey and describes the events during different periods of the person's life. The Magna Vitae is always simple, clear and direct.

It includes:

- a photo of the candidate
- a list of their achievements, skills and attributes
- their preferences, for example: working as part of a team, working night shifts etc.
- references, often from a professional involved in the support of the individual
- their ability to travel
- contact information

for more information on Magna Vitae please visit  
<https://www.learndevon.co.uk/magna-vitae-an-honest-cv>