**Job Description**

|  |  |
| --- | --- |
| **Job Title:** | Community Development Officer Devon |
| **Reports to:** | DCT Project Manager  |
| **Location:** | Office (currently Exeter) and hybrid working arrangements |
| **Hours** | Vacancy 1: 1 FTEVacancy 2: 0.5 FTE |
| **Term** | Vacancy 1: 12 Month Fixed term (to be reviewed) Vacancy 2: 8 Month Fixed term  |
| **Salary** | £25,128 (1FTE) & £12,564 (0.5 FTE)  |

**Job Purpose:**

|  |
| --- |
| To work as directed by the Project Manager to deliver projects working alongside Devon Communities Together (DCT) Delivery Team and other DCT, external and agency staff. The postholder be offered the opportunity of supporting the delivery of a wide range of projects and will be required to effectively engage communities in a wide range of project activity including community development and engagement; community planning; social isolation and health inequalities; social enterprise development and community regeneration processes. |

**Principle Duties and Responsibilities:**

|  |
| --- |
| ***The Community Development Officer position has an intentionally wide scope to enable a flexible response to changing policies and programmes for communities across Devon. At any one time the post holder will be expected to take a key role in a number of discrete areas of project work from across the breadth of DCT’s current portfolio of activities. The post holder will be supported and guided in the fulfilment of each project work area by an appointed Project Manager.***1. **Community Work and Development:**
	* Work directly with communities, and partner agencies, to develop or improve the quality of life and vibrancy of communities.
	* Deliver a project-based response across the areas of engagement identified within DCT’s Strategic Plan.
	* React to general enquiries from communities, organisations and other client groups; researching, responding, redirecting and advising as appropriate.
	* Work areas may include: Community Engagement; Community Led Planning (Parish Plans, Neighbourhood Plans, Community Emergency Plans); Community Asset Mapping; Fuel Poverty Advice; Reducing Loneliness and Social Isolation; Social Enterprise Support.
2. **Project Support:** SupportProject Managers in the effective delivery of specific pieces of project work.
3. **Representation:** Represent DCT and voluntary sector interests on relevant bodies and partnership groups as appropriate.
4. **Research:** Research, Identification & Analysis of trends and issues affecting communities in Devon. Identify need in communities, in order to contribute to the development of future projects, policies and programmes.
5. **Marketing:** Write, prepare and collate promotional material for DCT, and actively promote the work of DCT to communities and enabling agencies.
6. **Membership** – Actively promote membership of DCT.
7. **All Staff Duties**: Prepare and assist with reports, articles, and DCT monitoring requirements. Attend Staff and other internal meetings as required.
8. **Other Duties:** Undertake any other duties commensurate with the Job Purpose as directed by DCT management.
 |

**Structure Chart:**

Chief Executive

Community Development Officer

Project Manager

Service Delivery Lead

**Person Specification:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Attribute** | **Essential** | **Desirable** | **Method of Assessment** |
| **Management** |  | * Supervision of volunteers – recruitment, training, day to day support and supervision
 | Application form / Interview  |
| **Experience** | * Employment background in community engagement/development, with experience of supporting community groups.
* Experience of managing a wide variety of tasks within set timescales and meeting deadlines
* Experience of writing/ producing reports.
 | * Experience of the Voluntary, Community and social enterprise sector, either in or outside of work
* Awareness of Health, Loneliness and Social Isolation Inequalities across Devon
* Understanding of appropriate structures for voluntary organisations
* Knowledge of local council procedures , processes and structures
* Experience of working with other agencies.
 | Application form / References / Interview  |
| **Practical Skills** | * Highly organised and efficient approach to work
* Able to multi-task and respond positively to competing workloads
* Ability to work on own, organising your time so as to meet the external and internal deadlines
* Self sufficient with ICT - confident & proficient in the use of all Microsoft software, packages.
* Ability to communicate with clarity to a wide range of audiences.
* Good interpersonal skills and a confident and professional telephone manner
 | * Ability to develop and deliver training courses.
* Confident in preparing and presenting information to a large audience
* Experience of event organisation / management
* Ability to manage information and draft project proposals and contracts
* Experience in using databases and Client Relationship Management systems
 | Application form / References / Interview  |
| **Strategic Thinking** | * Willing and able to engage in discussions on strategic issues.
 |  | Application form / Interview |
| **Education and Training** | * Educated to equivalent of 5 GCSEs (including English, Maths & ICT)
 | * Educated to degree level or equivalent
 | Application form  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Specialist Knowledge** |  | * In one or more of:
* community buildings and recreational areas
* Neighbourhood Planning
* social enterprise support
* health and wellbeing and health inequalities
* loneliness and social isolation
* Good local knowledge of Devon, especially rural Devon.
 | Application form / Interview  |
| **Personal Attributes** | Work Approach:* ‘Can do’ approach -flexible, adaptable and willing to learn
* Ability to manage own workload
* Ability to work independently and as part of a team
* Flexible approach to problem solving

Communication:* Able to relate well to a wide range of people from a variety of different settings and organisations
* Have excellent communication skills
* Tactful and sensitive to others
* A consistent friendly, open and welcoming approach
* Integrity and absolute discretion

General:* A concern for communities and the issues they face
* Ability to travel around a large county for meetings and a willingness to work some unsocial hours, mainly evening and some weekends.
 | * Able to demonstrate commitment to our aims
 | Application form / References / Interview  |
| **Equality, Diversity & Inclusion** | * Understanding and recognition of the principles of equality, diversity & inclusion.
 | * Awareness of Equality Act 2010.
 | Application form / Interview  |