

Job Description

Job Title:	Community Development Officer
Reports to:	DCT Project Manager
Location:	Office (currently Exeter) and/or home based, to be decided
Hours	36.25 hours per week (full-time)
Term	Fixed-Term for 12 months in the first instance, but subject to review and possible extension
Salary	£25,128

Job Purpose:

To work within the Devon Communities Together (DCT) Delivery Team alongside other DCT, external and agency staff to effectively engage communities in a wide range of project activity including community development, community planning and community regeneration processes.

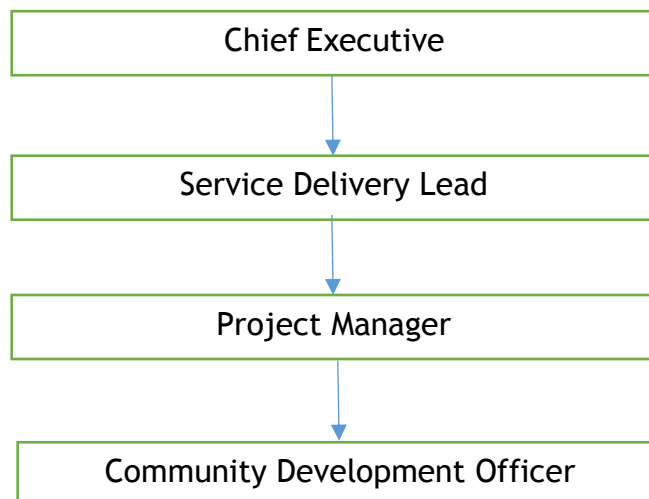
Principle Duties and Responsibilities:

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 directed 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 Led Planning (Parish Plans, Neighbourhood Plans, Community Emergency Plans), community assets (village halls, sport and play areas etc.), fuel poverty, social enterprise support.
2. **Project Support:** Support Project Managers in the effective delivery of specific pieces of project work, which will vary from time to time.
3. **Representation:** Represent DCT and voluntary sector interests on relevant bodies and forums as appropriate.
4. **Research:** Research, analyse and keep abreast of trends and issues affecting communities, along with relevant initiatives and projects.

5. **Project Development:** Keep abreast of current issues, trends and developments that are likely to influence the work of DCT. Identify need in communities, in order to contribute to the development of future projects, policies and programmes.
6. **Marketing:** Write, prepare and collate promotional material for DCT, and actively promote the work of DCT to communities and enabling agencies.
7. **Membership** - Promote membership of DCT.
8. **All Staff Duties:** Prepare and assist with reports, articles, and any DCT monitoring requirements. Attend Staff and other meetings of DCT as required.
9. **Other Duties:** Undertake any other duties commensurate with the Job Purpose as directed by DCT management.

Structure Chart:



Person Specification:

Attribute	Essential	Desirable	Method of Assessment
Management		<ul style="list-style-type: none"> Supervision of volunteers - recruitment, training, day to day support and supervision 	Application form / Interview
Experience	<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> Experience of the Voluntary, Community and social enterprise sector, either in or outside of work 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	<ul style="list-style-type: none"> 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 Word, Excel, PowerPoint and Outlook. Ability to communicate with clarity to a wide range of audiences. Good interpersonal skills and a confident and professional telephone manner 	<ul style="list-style-type: none"> 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 developing or using databases and CRM system 	Application form / References / Interview
Strategic Thinking	<ul style="list-style-type: none"> Willing and able to engage in discussions on strategic issues. 		Application form / Interview
Education and Training	<ul style="list-style-type: none"> Educated to equivalent of 5 GCSEs 	<ul style="list-style-type: none"> Educated to degree level or equivalent 	Application form

Specialist Knowledge		<ul style="list-style-type: none"> • In one or more of: <ul style="list-style-type: none"> ➢ community buildings and recreational areas ➢ Neighbourhood Planning ➢ social enterprise support ➢ health and wellbeing • Good local knowledge of Devon, especially rural Devon. 	Application form / Interview
Personal Attributes	<p>Work Approach:</p> <ul style="list-style-type: none"> • ‘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 <p>Communication:</p> <ul style="list-style-type: none"> • 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 <p>General:</p> <ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • Able to demonstrate commitment to our aims • 	Application form / References / Interview
Equal Opportunities	<ul style="list-style-type: none"> • Understanding and recognition of the principles of equality and diversity 	<ul style="list-style-type: none"> • Awareness of Equality Act. 	Application form / Interview