



JOB DESCRIPTION

Job Title: Community Development Officer

Rate / Salary: £15 per hour (salary of £19,500 gross per annum based on 25 hours per week, paid monthly) + pension contribution

Hours: 25hrs per week inc. evening/Saturday work when necessary

Location: Based at the Maine Business Centre, Cullybackey

Contract: One year and funding dependent thereafter (3 months probation period)

Job Summary

The primary focus of this role will be to plan, co-ordinate and deliver a range of projects for Cullybackey Community Partnership (CCP) including workshops, classes, events/festivals, environmental activities and develop the recently started Men's Shed.

As well as being a key contact for those in the local community, this role will also entail being a key contact for businesses based at the Maine Business Centre including managing room hire.

This role will also involve working to budgets and meeting key outcomes as specified in Cullybackey Community Partnership's strategic plan. The specific days for the role are flexible and the expected hours would be over at least 3 days and some evening/Saturday work may be required.

Key Tasks

- Manage current projects/classes/activities.
- Develop and build on the above and new projects.
- Plan, attend and co-ordinate monthly and other appropriate meetings.
- Support Cullybackey Men's Shed activities.
- Help plan a range of events including Summer & Christmas festivals.
- Identify potential funding and complete grant applications.
- Liaise with letting agent regarding tenants and building issues.
- Manage room hire bookings.
- Encourage community participation and volunteering where possible.
- Manage CCP's social media platforms and other methods to promote and raise awareness of all services provided by CCP.

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Additional responsibilities

- Keeping appropriate records at all events or meetings.
- Keeping up to date budgets/actual costs of each element of the project on Excel.
- Budget management.
- Regular meetings with the Line Manager and Treasurer.
- Report to the Line Manager and CCP Trustees.
- To undertake any other duties as required.

PERSONAL SPECIFICATION

The successful candidate must demonstrate that they meet all the following criteria:

Key - Method of Assessment, CV=Curriculum Vitae, I=interview, A=Assessment

AREA	Method of Evaluation
Experience/Knowledge	
a. Experience of working with or for a community organisation.	CV/I
b. Experience of organising and delivering community projects.	CV/I
c. Experience and knowledge of a wide range of support organisations.	CV/I
d. Experience of working with a wide range of stakeholders.	CV/I
e. Experience in marketing, social media and video making.	CV/I
Qualifications	
a. Educated to A Level / NVQ Level 3 or equivalent	CV
b. Any other relevant community qualification	CV
c. MS Office qualification or relevant experience	CV/I/A
Personal Skills & Abilities	
a. Ability to communicate effectively	I
b. Ability to motivate and encourage participants	I
c. Ability to be a self starter and work with minimum supervision, use own initiative and work as part of a team	I
d. A flexible approach and ability to work evenings/Saturdays	I
e. A positive outlook and 'can-do' attitude	I