Communities Learning and Surviving Successfully (CLASS Project)

Job Description

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| Job Title  | Community Development Officer  |
| Main function  | Community Development  |
| Location | CRUN Community Hub, Brook Street, Coleraine |
| Reports To: | CRUN Project Manager  |
| Hours | 35 Per Week (may include evening and weekend work) |
| Salary Scale | £32, 076 |
| Benefits  | 6% Employers Pension Contribution 25 Days Annual Leave Employee Healthcare Initiative |
| Mission | To Provide a Capacity Building Community Development Function in Rural Areas |
| Main Duties and Responsibilities | Delivery of a Capacity Building Community Development Programme throughout Coleraine and Limavady Legacy Council Rural AreasDelivery of a Community Development Capacity Building Programme including accredited and unaccredited training opportunitiesTo be the first point of contact for community groups, individuals and agencies wishing to engage in community development work To either facilitate directly or provide third-party training, support and advice to nominated groups with the project.To undertake bespoke training needs analysis, where appropriateTo support existing groups who wish to participate in capacity building and succession planning activities to ensure the sustainability of their group/communityTo develop and promote new and innovative experimental approaches to community development work/programmesPrepare and maintain an operational budget, monitoring expenditure, for Network Finance Manager and Treasurer where appropriateTo undertake any and other relevant duties as identified and agreed with Network Manager  |
| Standard and Accountability Statement  | Health and Safety: Post Holder is required to comply with all CRUN organisational Health and Safety policies and to take such steps are reasonably practicable for your own health and safety and that of your colleagues at work and those affected by your work. colleagues at work and those affected by your work. You must comply with your safety responsibilities and must cooperate with management in all respects of the implementation of health and safety policies.Equality and Diversity: the Post Holder must adhere to all policies and procedures relating to equality and diversity in the workplace and provision of services.Safeguarding Policy and Procedures: The Postholder will adhere to all of CRUN’s Safeguarding Policy and Procedures. Data Security CRUN Staff must at all times maintain personal responsibility for the safe and secure movement of data within, into and out of the community hub.Learning and Personal Development: The Postholder has a personal responsibility for his or her own learning and development and will maintain up to date records of achievement and attendance as required. The Post Holder must take up relevant training as identified and agreed with Network Manager. |
| Personal Specification | **Essential Criteria**Third level qualification in Community Studies or ManagementAndTwo years’ experience working in, community, voluntary, statutory, social or rural sectors, with particular experience, on partnership working, delivery of strategic and action plans, preparation of funding bids and project management. **Or alternatively**Four years’ experience working in, community, voluntary, statutory, social or rural sectors, with particular experience, on partnership working, delivery of strategic and action plans, preparation of funding bids and project management. And5 GCSE’s or equivalent qualifications of which English & Maths are essential. Experience of research/consultation and action plan development in relation to community development.Assessment of training needs and organisation of relevant training programmes including a working knowledge and understanding of the concepts and approaches of OCN accredited training programmes.Experience of facilitating, coordinating and delivering trainingAn effective communicator, both oral and written with good creative, analytical and presentation skills, including computer literacy and making presentations to a variety of groups and audiences of all levels including statutory and voluntary.Experience in the development of funding applications and general administrationProven ability to work on own initiative and also as part of a team including working to deadlines under pressure.Full Current Driving Licence/Access to Car, consideration will be given to alternative transport proposal.Ability to be flexible and adaptable Post will involve evening and weekend workDesirable CriteriaExperience of managing a budget  |