

Job Description



Job Title:	Project Development Officer
Based At:	Wyvols Court, Basingstoke Road, Swallowfield RG7 1WY.
Line-Manager:	Chief Executive Officer
Salary:	£14,929 per annum (£29,858 pro rata)
Hours Of Work:	17.5 hours per week (0.5 fte). Some evening and weekend work will be required, for which time off in lieu will be given.
Mileage Allowance:	For authorised use of your car, the current rate is 45p per mile.

Summary:

The Project Development Officer role is critical to the successful implementation of the 21st Century Community Halls programme and to the development of CCB's wider work in support of our charitable objectives.

The 21st Century Community Halls programme generates considerable evidence of need through village hall audits and the action plans they lead to. This evidence comprises specific, prioritised, and actionable ideas generated by our grass-roots beneficiaries who know what they need to do to improve their community facilities. The Project Development Officer is responsible for analysing this evidence, reflecting on how CCB can support the implementation of action plans and using these trends to inform the development of future projects.

In addition to the evidence of need created by the 21st Century Community Halls programme, other opportunities and evidence of need regularly come to light. These opportunities often come at short notice and require swift action to relate them to our current strategic aims and to create appropriate project funding proposals that have a high chance of success. Securing new funding to support the delivery of new projects and services is a major element of this role.

Equity, diversity and inclusion principles are central to the delivery of this programme and of CCB's wider work with communities. Our aim is to ensure that equality of opportunity, the benefits of diversity and everyone feeling valued features prominently in our organisational values and the approach we take when supporting our beneficiaries.

Aims of the role:

1. To develop new projects and initiatives that support the implementation of action plans created through the 21st Century Community Halls programme.
2. To develop new projects and services that enable CCB to achieve the three strategic aims contained within the current CCB Strategy
3. To successfully bid for new project funding to support the ongoing sustainability of the charity.

Responsibilities and key duties:

- Develop a sound understanding of the issues facing rural communities in Berkshire, and particularly the needs of village hall management committees.
- Work with the CCB staff team to compile a comprehensive evidence-base of needs collected from a wide range of contacts with CCB's beneficiaries.
- Understand the themes emerging from completed 21st Century Community Halls audits
- Collaborate closely with the Community Buildings Advisor to support the implementation of audit action plans.
- Focus on trends found in completed audits and action plans and produce specifications for new projects that could address or implement these trends.
- Compile comprehensive project progress reports demonstrating key outcomes and challenges for submission to the project funder, ensuring all reporting requirements are met
- Research and identify new sources of funding and secure new income from various sources through bid-writing and grant applications.
- Research current priorities and strategic objectives of key public sector stakeholders and identify links with CCB's strategy, business plan and charitable objectives.
- Develop relationships with stakeholders in the public, private and voluntary sectors and generate intelligence on common themes of interest, especially those that impact on CCB's strategy and business plan.
- Identify opportunities to generate new income for existing programmes of work and emerging initiatives.
- Develop proposals for submission to funders enabling CCB to sustain and grow existing programmes of work and to secure the necessary resources to develop new projects and services.
- Lead CCB's development relating to equity, diversity & inclusion, and support the whole team, including Trustees, to continuously improve EDI practices.

Wider Duties:

Wider duties expected of every member of the CCB Team:

- Actively promote CCB and our strategic objectives
- Attend team meetings, staff training days and staff/board away-days.
- Attend network events and conferences where appropriate.
- Participate in activity to support the development of new programmes of work.
- Provide peer support to colleagues wherever possible and offer them opportunities to support the 21st Century Halls programme.
- Attend the CCB Annual General Meeting

From time to time, you will be required to assist with other areas of work in support of both existing and emerging programmes of work. This will be in agreement with your Line Manager.

This post is subject to a satisfactory DBS check at a basic level.

Person Specification

	Essential	Desirable
<u>Skills</u>	<ul style="list-style-type: none"> • Previous experience of successfully applying for grants and fundraising • Skilled at building good relationships with people from all backgrounds • Research and analytical skills. • Exceptional verbal communication skills. • Exceptional written communication skills. • Highly organised in terms of meeting deadlines, using systems for filing, scheduling, and sharing work, and fulfilling general administrative duties. • Ability to work cross functionally and effectively. • Strong organisational skills that reflect the ability to perform and prioritise multiple tasks. • Methodical approach with excellent attention to detail 	<ul style="list-style-type: none"> • An understanding of the principles of equity, diversity and inclusion, and an ability to recognise and overcome barriers to engagement. • Strong people management skills. • Good presentational skills • Experience of preparing reports • Problem solving skills
<u>Technical</u>	<ul style="list-style-type: none"> • Computer literate – Microsoft Office and 365, database and CRM systems • Excellent data management skills • Experience of managing projects in a community environment 	<ul style="list-style-type: none"> • Knowledge of LinkedIn and how to use the platform effectively to widen your network within the role of CCB's Project Development Officer. • An understanding of other social media & IT platforms e.g. Facebook, Eventbrite, WordPress
<u>Other experience</u>	<ul style="list-style-type: none"> • Valid UK drivers' licence and access to a vehicle for business use. 	<ul style="list-style-type: none"> • Geographical knowledge of Berkshire • Knowledge or experience of living or working within Berkshire communities. • Experience of working in the voluntary and community sector would be advantageous
<u>Personal qualities</u>	<ul style="list-style-type: none"> • Ability to work to deadlines and follow instruction. • A team player with a willingness to help. • Resourceful, proactive, and efficient. • Reliable and punctual. 	

	<ul style="list-style-type: none">• Hands-on and happy to roll your sleeves up.• Good presentation and a courteous, professional manner.• Hard working, flexible and dedicated.• Motivated and enthusiastic with a desire to learn.• An empathy with and enthusiasm for helping people.• The ability to stay calm, patient and even influence others in a fast-paced environment, sometimes under pressure.• Communicate the work and vision of CCB positively both internally and externally.	
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