

## Job Description

### Community Development Officer (CDO)

**FINAL – 27.04.21**

**Salary Scale: LC1 13-17 (fte £22,627 to £24,491 - £11.76 to £12.73 per hour)**

**Working hours: 18 hours per week**

**Line Manager: Clerk**

#### **Section 1: Role**

The Community Development Officer will be responsible for providing support to the Clerk primarily in relation to community projects including, but not exclusively, CK Health Connect, CK Futures and Grange Field.

#### **Section 2: Duties**

##### **(i) Support for community projects**

- Project initiation and maintenance
  - To provide support in developing and implementing new community projects
  - To provide support to sustain and maintain existing community projects
- Engagement with stakeholders
  - To develop and deliver ways to engage with local residents to obtain their views and input regarding issues of key importance and how they might be addressed
  - To develop and build relationships with local organisations including charities and community groups, schools and places of worship

##### **(ii) Fundraising**

- To research funding opportunities for community projects
- In liaison with the Clerk, to produce and submit funding applications
- To maintain appropriate record keeping in relation to funding bids

##### **(iii) Parish Administration**

- Support the work of Committees and working groups, including preparation of agendas and minute-taking, as required
- Contact with the public:

- When the Administrative Assistant is not present, to act as first point of contact with members of the public when they visit the council's office and act as first responder to telephone calls to the office.
- Support for wider Parish Council work
  - To provide support across the range of Parish Council work as required taking into account their primary focus on support for community development.

**(iv) Health and Safety**

- Support the Clerk to deliver the Council's Health and Safety Policy including an annual report to Council.
- Ensure personal compliance with Council's statutory obligations for the proper management of all Health and Safety matters.

**(iv) Management of work plan**

- Work collaboratively with the Line Manager to define and monitor their work plan on an ongoing basis
- Participate constructively in a half-yearly performance review (October) and annual review (March) in each year.

**Section 3: Working hours and location**

- The Community Development Officer post is a part-time role of 18 hours per week.
- The Community Development Officer's working hours will be co-ordinated with those of the Clerk, the Administrative Officer and the Administrative Assistant to ensure that the Parish Office is open 10.00 – 14.00 Monday to Friday and to enable support of evening meetings. However, there can be some flexibility, subject to agreement with Line Manager, regarding hours of attendance in the office to accommodate family or other commitments.
- The Community Development Officer's primary place of work is the Parish Office in Charlton Kings. Some home-working might be allowed on occasion at the discretion of the line-manager.

**Section 4: Training and development**

- The post holder will be expected to increase their efficiency and effectiveness in post by taking available training and development opportunities.

**Section 5: Other**

- Undertake any other work as may from time to time be agreed with the Line Manager.