

# COMMUNITY COUNCIL FOR SOMERSET

## JOB DESCRIPTION



<b>Job Title</b>	<b>Community Involvement Officer</b>
Employer	Community Council for Somerset
Location	Home and field based in Mendip or South Somerset (with travel to CCS offices weekly)
Hours	24 per week
Salary Scale	£25,463 pro-rata
Leave	25 days per year plus bank holidays per annum pro-rata
Accountable to	Community Involvement and Social Enterprise Manager
Principle Objectives	<p>To work as part of the Community Involvement team</p> <p>To contribute towards the overall strategic aim of the organisation</p> <p>To implement a work programme as agreed with the line manager to meet the key performance indicators.</p> <p>To take part in training that is relevant and appropriate to the post as approved by your line manager.</p> <p>To generate unrestricted core income from CCS consultancy services in line with agreed targets</p> <p>To identify income opportunities through your work and inform line manager and to contribute as appropriate to developing bids/projects.</p>
<p>Tasks and Responsibilities</p> <ul style="list-style-type: none"> <li>• Consultancy</li> <li>• Bid writing support &amp; fundraising</li> </ul>	<p>To tender for pieces of consultancy work, designing and drawing up contracts using our templates. Delivery of consultancy contracts “on brief, on budget, on time”.</p> <p>To manage your portfolio of projects.</p> <p>To promote social enterprise as an approach to meet community needs.</p> <p>To engage with communities to enable regeneration, social change and improve quality of life</p> <p>To support communities to deliver an asset based community development approach</p> <p>To assist groups and organisations to develop funding plans for their projects or activities</p> <p>To offer guidance on and to write funding bids for clients</p> <p>To identify and promote relevant funding opportunities</p>

<ul style="list-style-type: none"> <li>• Report writing</li>   <li>• Information &amp; promotion</li> </ul>	<p>To provide timely and accurate progress reports for the organisation and funders as appropriate. To contribute to other ad hoc reporting requirements as required by the Senior Management Team or Board</p> <p>To work with the team to assist with marketing and other promotional work. To produce regular newsletters for our community and parish council members in collaboration with our Communications Officers. To provide and deliver training events on relevant topics as appropriate. To keep abreast of current issues, trends and developments, locally and nationally, which are relevant to the job role and likely to influence the work of CCS. To represent and promote the work of CCS with our funders, potential funders, statutory bodies, business and voluntary sector organisations, partners, communities and clients including representation on relevant bodies.</p>
<p>General</p>	<p>To complete weekly timesheets. To undergo an annual appraisal and regular supervisory sessions To attend regular staff/team meetings. To attend the organisation's AGM To attend other local, regional and national events as appropriate Travel to CCS office at least once per week</p>