

Arches Local - Big Local

JOB DESCRIPTION

Title of post: Arches Local Big Local Delivery/Campaign Officer

Accountable to: Arches Local Big Local Partnership Group, with line management from the Arches Local Coordinator.

Hours: 37 hours per week

Salary: £25,000. 12 months fixed term.

Annual leave: 25 days per annum, plus Bank Holidays pro rata

Main Duties and Responsibilities

- Work with and support the Arches Local Coordinator to continue to deliver the Arches Local plan;
- Raise awareness of the Arches Local vision and activities, supporting publicity and marketing activities;
- To help bring in match, in kind funding or statutory funding i.e Section 106 to support the Arches Local plan deliverables;
- Encourage local residents to get involved with 'The Arches Neighbourhood Forum';
- Take responsibility for responding to general enquiries about Neighbourhood Planning and related projects;
- Research and draft responses to planning applications and consultations where appropriate with support and guidance;
- Undertake data analysis (using Local Insights, 360 Giving and other sources)
- Undertake small scale research projects and draft research reports;
- Influence policy to encourage regeneration of natural and living environment.
- Draft relevant blogs and other web content;
- Work collaboratively with colleagues taking on other tasks as necessary.

Person Specification

Educated to degree level with relevant experience gained in either a paid or volunteer capacity, the appointee will have:

- the ability to work unsupervised within a small busy organisation and to prioritise competing demands;
- excellent writing and presentation skills;
- good analytical skills and an ability to get to the nub of things quickly;
- strong research skills;
- good IT skills including use of Word, databases, website and communications software;
- awareness of, and a curiosity about, social and economic policy and practice;
- plenty of initiative;
- a responsible attitude to work;
- good judgement;
- good team working skills;
- a capacity to build strong relationships within the team and with external stakeholders;
- a willingness to undertake administrative tasks.

How to apply

Please submit a CV and a covering letter demonstrating your suitability for the role to stephen.perez@redzebra.org.uk putting Arches Local additional worker in the subject line.

Appropriately qualified candidates will be invited for interview on a rolling basis i.e. as applications come in.

We hope to have someone in post from by end of April/May 2019.