

Rural Development Manager Job specification

Based at: The Old Chapel, Godolphin Cross

Reporting to: The Godolphin Cross Community Association (GCCA) CIO

Salary: £13,500 per annum for 2.5 days per week (£27,000 per annum pro rata)

Term: 12 months initially; continuation based on achievement of targets and external funding

Role Summary

- GCCA are looking to appoint an experienced person to undertake the role of **Rural Business Development Manager**. The primary objective of this role will be
 - the maintenance of existing trading activities (as agreed with Trustees), including lettings, local fundraising and events
 - the development and delivery of new activity as part of the creation of the GCCA Community Trading arm
- This is a key role which will manage relevant day to day activities and one staff member of the Association and liaise closely with volunteers and a variety of project partners, including the National Trust and local businesses and funders locally, regionally and nationally.
- Reporting to the GCCA Committee and predominantly based at Godolphin Cross, you will have the ability to work flexible hours, including some weekends and evenings, and be the key point of contact for staff members, for our large group of volunteers and for our partners.
- The Rural Business Development Manager will recruit, train and manage a team of volunteers to deliver an outstanding programme
- You will need to research and develop potential business ideas in and around the Godolphin Cross area and inspire a new generation of volunteers and enthusiasts.

Context

The Godolphin Cross Community Association was constituted in 2013 for the benefit of the inhabitants of Godolphin Cross and its surrounding areas. The Association was registered as a CIO (Charitable Incorporated Organisation) with the Charity Commission in February 2016.

The Old Chapel in Godolphin Cross was purchased by GCCA for the village in November 2017, and was the community's last chance to secure a collective village space; the Chapel's phased conversion and refurbishment programme will create a modern and flexible community facility, a valuable and tradeable asset, and a beneficial focal point for all.

Responsibilities

The worker will have responsibility for a number of operational areas, working with Trustees at all times, including

- Managing the existing part time Facilities Manager post employed by GCCA, and any volunteers deployed to various events; taking responsibility for recruitment, training and inspiring the team
- Working with Trustees and other community volunteers to support existing activities; e.g. working to the lead of the Treasurer to deliver the Summer Fete, or assisting the WOW team with their front of house operation on a monthly basis
- Working with other professionals responsible for the implementation of the refurbishment project (Architect, Design Team, Planners etc), acting as the Project Manager when work begins on site
- Organising and contributing to the development of the GCCA Business and Trading Plan

- Contributing to the achievement of the funding that will be required to deliver the remaining refurbishment programme, and some aspects of the work programme
- Consulting and liaising with the wider community, community groups and current and prospective project partners
- Coordinating publicity and promotion of the GCCA through print, web and social media.
- Attending meetings of the GCCA Board of Trustees, and supporting events on behalf of them
- Working with Trustees and the Facilities Manager to ensure the smooth-running administration and day to day activities of the Old Chapel
- Ensuring that awareness of, and attendance at, GCCA events are maximised
- Taking a lead on Health & Safety policy and operations, ensuring that GCCA take reasonable care for the well-being of staff, volunteers and users who may be affected by their acts or omissions at work.

Accountabilities of the Role

- Budget Responsibility: To assist the GCCA Treasurer to plan, monitor and report on the Project finances
- Safeguarding Responsibility: To the Designated Safeguarding Officer in GCCA
- Health & Safety: To the GCCA Board of Trustees or nominated member of the board
- Staffing Responsibility: To the GCCA Board of Trustees for the performance of the Facilities Manager

Personal Qualities

Essential

1. An experienced person with a track record of working with both children/young people and adults.
2. Strong interpersonal skills and the ability to work with colleagues and partners at all levels within the Association, various user groups and volunteers, small and large funders and local business leaders
3. Ability to work independently and on own initiative.
4. A good team player.

Knowledge

Essential

1. Knowledge of developing and managing projects
2. Track record of substantial fund raising; able to write successful funding bids for small and large sums
3. Experience of volunteer work and management in community projects
4. A thorough and working knowledge of Safeguarding, Child and Adult protection processes and a willingness to undertake an Enhanced DBS check

Desirable:

1. Experience of community engagement and various consultation processes
2. Demonstration of previous budgetary responsibility
3. Awareness of Godolphin Cross and its local context

4. Understanding the community trading sector
5. Living within the village of Godolphin Cross (preferred but not essential)

Skills and Experience

Essential

1. Experience of working with volunteers.
2. Good written and oral presentation skills.
3. Effective time and resource management.

Desirable

1. Understanding of current volunteer and education policies and practice.
2. Experience of promoting and marketing events
3. Capable of evaluating, recording and reporting performance in an accurate manner.
4. Full driving licence and use of a vehicle
5. Mini bus driving pass

Further details:

- All travel and out of pocket expenses will be reimbursed in line with existing GCCA policies
- The person appointed needs to be able to work flexible hours and attend meetings and events in the evening and on some weekends – to be agreed with the GCCA

CVs and covering letter to be emailed or posted to: GCCA Secretary at info@godolphincross.community

20 Forth Vean, Godolphin Cross, Helston, TR13 9RH

Applications close: 9am Monday 20th May 2019

Interview date: [TBA]

Version 2: February 2019

[RMc]