

# Role description - Development Officers (Services Team)

**Hours:** Full-time (35hr week) Part-Time is negotiable

**Salary:** Band 3

**Benefits:** 25 days holiday, enhanced pension contribution, EAP

**Location:** South East

## Responsible to:

This role reports to Development Manager

## Purpose:

Helping to deliver our vision, values and ambitions for Locality and our sector with equality and social justice at its core thorough delivery of high quality consultancy, business advice and support to members, community organisations and other stakeholders including local authorities. This will be on a one to one basis, and through training, workshops and other methods.

## Main responsibilities:

- Supporting business development and income generation, developing and responding to trading and other opportunities, that meet the aims of Locality and achieve income targets.
- Respond to on tenders for contracts and funding bids, meeting of contractual requirements while providing responsive and high quality services to users and stakeholders
- Provide high quality business support to community based organisations and other stakeholders; including business planning and feasibility, community business start up support, governance and legal structures and access to funding.
- Working with our programme team to deliver advice and support grantees and participants of programmes administered by Locality
- Member engagement and development of our member offer on both a paid and unpaid basis, ensuring members needs drive the development of services; utilise member experience, skills and knowledge effectively through delivery, intelligence gathering and evidence collection
- Develop external relationships including partnerships and alliances to support Locality's vision, values and ambitions
- Comply with Locality's policies and procedures, including Health and Safety, Environmental, Diversity, Appraisal and Training/Development policies, and team working.
- Any other duties as may be required by the Chief Executive commensurate with this role

# Person specification

Applicants must be able to demonstrate the following attributes, skills and experience.

## Essential Experience:

- Experience of winning contracts and funding bids
- A track record in providing consultancy services and advise to community sector organisations, around matters relevant to the sector.

## Essential Skills:

- In-depth understanding of community organisations/enterprise in order to develop and deliver a credible and respected consultancy service
- Excellent communication and financial literacy skills.
- Proficient In the use of modern business technologies

## Desirable skills & experience:

- Experience of building effective delivery partnerships
- Experience of Community Asset Transfer, Community Led Housing, Social impact measurement, Community organisation governance, business and financial planning and community engagement.

## Core Competencies:

- Able to model our values - Ambitious, respectful, and fearless; and our principles of equality, diversity and inclusion.
- Flexible and able to adapt and respond to change in a positive way.
- Able to work independently, self-start and self-motivate, as well being an effective team player with a commitment to learning and continual professional development.

This role description is not an exhaustive list of all the responsibilities and is subject to change in accordance with the needs of Locality.