



Job Description and Person Specification

Post: Rural Community Development Officer

Grade/Salary: Scale Point 19 (£32,061 per annum)

Hours: Full-time (37 hours per week)

Responsible to: Operations and Engagement Manager

Contract Term: 12 months initially, with scope for extension subject to funding

Probation Period: 5 months

Location: Office-based (Matlock) with travel, and scope for remote working.

Job Purpose

This is a varied and dynamic role that engages with rural communities across Derbyshire. The postholder will focus on supporting rural housing initiatives, sustaining and developing community buildings, and promoting long-term community resilience and sustainability. The role will involve working collaboratively with a wide range of stakeholders to help communities identify their needs, access resources and deliver effective local solutions.

Key Responsibilities

Rural Housing (approximately 3 days per week)

- Raise awareness of affordable rural housing and Rural Exception Sites.
- Engage with communities, landowners, partners and stakeholders.
- Provide guidance and advice to local communities on rural housing issues, including supporting feasibility studies.
- Facilitate housing needs surveys to help communities better understand local housing demand.

Community Buildings and Village Halls

- Oversee the community buildings and village halls membership scheme and promote RAD services.
- Support the effective management and sustainability of community buildings, including the development.
- Deliver RAD's 'Pathway to Sustainability' pilot, supporting community buildings and village halls with their journey to net-zero.
- Develop and implement evaluation frameworks to help community buildings demonstrate their social value.
- Provide additional consultancy-style support to community buildings and village halls where required.

Community Engagement

- Develop innovative and inclusive methods of engaging with rural communities, including parish councils, town councils, and the wider public.
- Build and maintain effective relationships with partners, stakeholders, and networks across Derbyshire, the East Midlands, and nationally (e.g. ACRE Network).
- Identify, promote, and share good practice across rural community initiatives.

Funding, Sustainability and Business Development

- Identify funding opportunities for RAD, community buildings, and community groups to address rural challenges such as the cost of living and the transition to net zero.
- Support the development of funding applications and project proposals.

General Duties

- Prepare monitoring reports as required for funders and RAD's Board.
- Work in accordance with RAD policies and procedures at all times.
- Undertake training and professional development as required.
- Carry out any additional duties appropriate to the grade and responsibilities of the role.

Person Specification

Experience

Criteria	Assessment Method	Essential/Desirable
Experience of working in community development in the public or voluntary sector	AF / I	Essential
Experience of developing and/or maintaining partnerships and memberships	AF / I	Essential
Experience in a housing environment	AF	Desirable
Project management experience	AF / I	Desirable

Knowledge

Criteria	Assessment Method	Essential/Desirable
Understanding of rural issues, including social exclusion, isolation and community cohesion	AF / I	Essential
Understanding of energy efficiency and the journey to net zero	AF / I	Desirable
Knowledge of data protection (GDPR) and safeguarding	AF / I	Desirable
Understanding of business development, sales and marketing	AF / I	Desirable

Skills and Attributes

Criteria	Assessment Method	Essential/Desirable
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Professional, confident, collaborative approach	I	Essential
Strong problem-solving skills and ability to gather specialist information	I	Essential
Ability to prioritise workload and meet deadlines without supervision	AF / I	Essential
Flexible and adaptable to changing needs	AF / I	Essential
Excellent relationship management skills across sectors	AF / I	Essential
Diplomacy, tact and dealing with difficult meetings	I	Essential
Excellent communication skills (verbal and written)	AF / I	Essential
Ability to contribute effectively to team working	AF / I	Essential
Commitment to equal opportunities and addressing poverty	AF / I	Essential
Ability to travel to meetings (e.g. driving licence or suitable alternative arrangements)	AF / I	Essential
Membership management skills	AF / I	Desirable
Proven fundraising skills	AF / I	Desirable
Ability to design and deliver training (online and in person)	AF / I	Desirable
Budget management skills and attention to detail	AF	Desirable
Strong digital skills, including Microsoft Office 365 and cloud-based systems	AF / I	Essential

Assessment Key

- **AF** – Application Form
- **I** – Interview