

Community Development Officer
Salary: SCP 19-25 (£33,119-£37,563)
30 hours per week
Permanent
Office based in Ledbury

We are seeking an enthusiastic and approachable Community Development Officer to help strengthen community participation and support community-led activity across the town.

This is a varied and rewarding role for someone who enjoys building relationships, bringing people together and helping ideas develop into successful projects. Working with community organisations, voluntary groups, residents and partner agencies, you will encourage collaboration and support initiatives that contribute to the social wellbeing and civic life of Ledbury.

The role will include:

- Developing positive relationships with community organisations, volunteers and partner agencies.
- Supporting the planning and delivery of Council and community events.
- Helping local organisations identify funding opportunities and develop projects.
- Encouraging volunteering, partnership working and community participation.
- Assisting with event management plans and risk assessments.
- Promoting community initiatives through newsletters, digital channels and other Council communications.
- Supporting the administration of the Council's community grants programme when required.

We are looking for someone with experience of working with community organisations, voluntary groups or partnership projects. You will need excellent communication and organisational skills, the ability to coordinate projects and events, and the confidence to work independently as well as part of a team.

The successful applicant must be able to work flexibly, including occasional evenings and weekends when required.

Experience of local government or the voluntary sector would be helpful, as would knowledge of grant funding, event risk assessments and data protection requirements.

