Recruitment Pack

Community Development Officer

Job Title:	Community Development Officer
Hours:	30 hours per week, (flexible working basis, including occasional evening and weekends)
Salary:	Actual Salary £21,118.35 (£25,694 FTE) Pay scale 460 plus 7% employer pension contribution.
Location:	Community First offices in Hopton Park, Devizes and some home working

This recruitment pack contains:

- Information about the role (page 2)
- Job description (page 3)
- Person specification (page 5)

To apply for the role, please complete the application form and return to Nicky Theobald by email: ntheobald@communityfirst.org.uk or by post: Community First, Unit C2 Beacon Business Centre, Hopton Park, Devizes, SN10 2EY

Application Deadline

11th January 2027

Community First is an equal opportunities employer.

About the Role

Community Development Officer

Hours: 30 hours per week, (flexible working basis, including occasional evening and weekends)

Salary: Actual Salary £21,118.35 (£25,694 FTE) Pay scale 460 plus 7% employer pension contribution.

Location: Community First offices in Hopton Park, Devizes and some home working

Supervisor: Deputy CEO

Community First

Community First is a dynamic charity committed to supporting communities across Wiltshire and Swindon. Our team goes the extra mile to create brighter futures for those living and working in the county. Putting people first is at the heart of everything we do.

The Role

We are now looking for a dynamic self-starter to provide a quality advice and support service to the Countywide network of Link Schemes, Village Halls and Community Buildings. Experience in supporting community groups and good partnership skills will be of benefit.

We are looking for an individual with a caring and patient nature, committed to making the lives of others better.

Due to the nature of the work, you will be required to undertake a satisfactory DBS check.

Please contact us if you would like a hard copy application form, or if you require any assistance in applying for this post.

Please send completed application forms to Nicky Theobald, Premises and Business Support Manager at ntheobald@communityfirst.org.uk. The application form can be found on our website at: www.communityfirst.org.uk/vacancies.

If you would like to find out more about this position, please contact Harry Tipple, Deputy CEO on 01380 732824 or htipple@communityfirst.org.uk.

Closing date: **Midday 11th January 2027**
Interview date: **19th January 2027**

Community First is an equal opportunities employer. Registered Charity No. 288117.

Job Description

Community Development Officer

Job Title	Community Development Officer
Salary	Actual Salary £21,118.35 (£25,694 FTE) Pay scale 460 plus 7% employer pension contribution.
Hours	30 hours per week, (flexible working basis, including occasional evening and weekends)
Location	Community First offices in Hopton Park, Devizes and some home working
Supervisor	Deputy CEO

Job Purpose

To promote and support the development of Link Schemes, Village Halls and Community Buildings in Wiltshire.

Main Responsibilities

- Provide a quality advice and support service to the Countywide network of Link Schemes, Village Halls and Community Buildings.
- Work with local authorities, Health Authorities, funders and other partners involved in project delivery, such as the Get Out and Get Active (GOGA) project.
- Build the capacity and number of volunteers who are supporting Link schemes, Village Halls and Community Buildings.
- Through outreach and community organising approaches, identify community needs for social interaction and encourage the Link schemes, Village Halls and Community Buildings to support relevant programmes.
- Identify ways of developing and improving service provision.
- Build the capacity of the Link Schemes and raise awareness through presentations to community groups and statutory bodies.
- Develop and implement networking and information events for Link Scheme volunteers, Village Halls and Community Buildings.
- Monitor legislative changes relating to volunteering and develop and implement volunteer recruitment initiatives and support strategies to broaden the volunteer base of both new and existing Link schemes.
- Review, update and further develop the Link Good Practise Guide as appropriate.
- Promote partnership working and close collaboration and identify potential new areas of joint working to meet common goals including the ACRE Community Buildings Advisor, and national and regional Village Halls Advisers.
- Coordinate the Link Chairpersons Meetings/co-ordinator meetings/networking events and attend Link Scheme meetings as appropriate and give regular updates at the meetings and provide administrative support.
- Ensure that staff reports, and all other project documentation are completed and returned on time.

- Arrange and coordinate relevant training for Link Scheme, Village Halls and Community Buildings volunteers.
- Support the preparation of funding applications to trusts, statutory organisations and national funding streams in association with staff teams and, where possible, seek additional funding for growth and sustainability.
- Create and distribute regular newsletters.
- Undertake administrative tasks related to the role, such as updating WordPress sites.
- Coordinate the Link audit annually and contribute to the Community First Business Plan.
- To carry out any other duties by negotiation with the Community First Deputy CEO as may be required from time to time.

General Duties

The post-holder will contribute to achieving the overall mission of Community First.

- Participate in the team-working approach of Community First.
- Take responsibility for their own development, inform the line manager of any development needs, and take part in prescribed development activities.
- Work within the agreed policies and procedures of Community First
- Carry out such other general duties as shall be determined by the Chief Executive.
- Support other members of staff as required by the workload and by absences due to leave, sickness etc.
- Ensure that office security is maintained, and confidences are not breached.
- Promote an alert approach to Health and Safety at Work matters and maintain compliance with the terms of the Hopton Fire Certificate.
- Community First is committed to Equal Opportunities and the post holder is expected to be familiar with the Equal Opportunities Policy and to complete their duties in a manner consistent with this policy.

This job description does not form part of the contract of employment but indicates how the contract should be performed. The job description will be subject to review and amendment in the light of experience and in consultation with the post as part of the annual appraisal process. The responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not in themselves justify the re-evaluation of a post. In cases, however, where a permanent and substantial change in the duties of the post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.

Person Specification

Community Development Officer

Skills, Knowledge & Experience (Creativity, problem solving skills & interpersonal skills)	
Essential	**Desirable**
• An understanding, relevant skills and experience of project coordination / managements and support in the voluntary, public or community sector • Able to work effectively within wide ranging partnerships • An ability to research, select and process information • Data collection, analysis and report writing • Public presentation, facilitation and communications skills. • Ability to meet deadlines and manage own workload • Ability to work flexible hours • Understanding of the issues that rural communities face	• Understanding appropriate community transport legal frameworks • Understanding of community development • Understanding of rural / transport issues • Proficient in conducting training needs and gap analysis • Ability to deliver training sessions, group facilitation work, seminars etc.

Personal attributes (Initiative, building, relationships, team working, equipment, data etc.)	
Essential	**Desirable**
• Ability to travel around the county • Good keyboard skills and ability to use Microsoft Word, Access and Publisher, including ability to produce promotional material • Good written and verbal communication skills • Excellent interpersonal skills • Ability to us own initiative and demonstrate perseverance • Well organised, confident and self-motivated • Adaptable, flexible and creative • Good negotiating skills • Ability to work independently and as part of a team	