



NORTHAMPTONSHIRE ACRE
Hunsbury Hill Centre
Harksome Hill, Northampton NN4 9QX
Telephone: (01604) 765888
E-mail: ACRE@northantsacre.org.uk
web site: <http://www.northantsacre.org.uk>

RURAL OFFICER (full time)
35 hours per week
£24,000 to £26,000 p.a.

Northamptonshire ACRE (Action with Communities in Rural England) is an independent charitable organisation promoting rural action in the county's villages with the aim of helping them to be sustainable.

We are seeking a full time Rural Officer to support the charity in its day to day work. Applicants will:

- ✓ Assist rural community groups and Parish Councils in identifying development needs for their local area, offering suitable solutions and initiating sustainable action to address those needs, through community engagement.
- ✓ The Rural Officer will work with groups on community-led planning projects such as Neighbourhood Plans and Housing Need Surveys.
- ✓ They will also provide advice and support on a range of rural topics including fuel poverty and energy efficiency measures, transport, rural services and affordable housing
- ✓ Assist with funding applications.

Applicants must have:

- ✓ Experience of community engagement and development work.
- ✓ Good experience of delivering some form of community planning, ideally Neighbourhood Plans, is highly desirable.
- ✓ They must have a good knowledge of rural issues especially those relating to housing, planning and services and their impact on the more disadvantaged in rural communities.
- ✓ An understanding of the role of the voluntary sector
- ✓ Experience of partnership working is essential.
- ✓ Good presentation and communication skills are required across a range of platforms.

A full job description and person specification is attached.

Registered Charity No. 1080038
Company limited by guarantee England number 3937576
Registered office as above

**NORTHAMPTONSHIRE ACRE
RURAL OFFICER**

If you are interested in the post, please return your application form and Equal Opps Monitoring form to: vacancy@northantsacre.org.uk.

Please Note: CVs are not accepted.

The closing date for applications is 5pm Friday 19th July 2019.

**NORTHAMPTONSHIRE ACRE
RURAL OFFICER**

Job Specification:

Job Title:	Rural Officer
Salary:	£24,000 to £26,000
Duration:	Permanent
Responsible to:	Chief Executive
Holiday entitlement:	20 days increasing by 1 day per year to a max. of 25 days plus Bank Holidays & any current ACRE discretionary days
Pension entitlement:	Northamptonshire ACRE contributes 3% into a workplace pension
Geographical Area:	Northamptonshire
Specialist Areas:	Neighbourhood and community planning, fuel poverty and energy efficiency measures, rural affordable housing, transport
Based at:	Hunsbury Hill Centre, Northampton.
Hours of work:	35 hours per week. Some evening work and weekend work will be necessary, for which time off in lieu can be taken
Travel Allowance:	Travel around the geographical area will be necessary for which appropriate expenses will be paid.
No smoking:	Northants ACRE operates a No Smoking Policy in its buildings.

Equal Opportunities

Northamptonshire ACRE strives to be an Equal Opportunities employer but regrets that its offices are not currently accessible to wheelchair users.

**NORTHAMPTONSHIRE ACRE
RURAL OFFICER**

Job Description:

1. To assist rural community groups and Parish Councils in identifying needs for their local area and to initiate action to address those needs through strong community engagement.
2. To support and advise groups who wish to develop community-led planning projects, in particular Neighbourhood Plans.
3. To advise rural community groups on a range of rural issues include energy efficiency measures, transport, rural services, housing and the environment and to offer assistance in funding applications.
4. To provide information on rural issues to individuals, community groups, statutory and voluntary sector organisations, private sector companies and the media.
5. To make presentations to voluntary groups, local authority and other groups as required in relation to any of the above.
6. To contribute to newspaper articles, press releases and to give media presentations as appropriate to the work of a Rural Officer in accordance with Northamptonshire ACRE's policy and practice.
7. To produce reports on work undertaken and articles for Northamptonshire ACRE publications including Village Viewpoint, e-bulletins and the Annual Report as required.
8. To organise and assist in the running of events relating to the work of the Rural Team including training and seminars.
9. To represent Northamptonshire ACRE on committees and groups as requested.
11. To carry out any other duties at a similar level of responsibility as may from time to time be required by the Chief Executive.
12. The job description reflects the major tasks to be carried out by the post holder and identifies the level of responsibility at which they will be required to work. In the interest of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances of Northamptonshire ACRE. Such reviews, and any consequential changes, will be carried out in consultation with the post holder.

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RURAL OFFICER**

Person Specification;

	ESSENTIAL	DESIRABLE
Knowledge	<p>Knowledge of wide range of community engagement techniques</p> <p>Knowledge of the voluntary sector in Northamptonshire</p> <p>Understanding of rural communities and the issues that face them</p> <p>Knowledge and understanding of local councils and their role in rural Northamptonshire</p> <p>Good knowledge of effective communication techniques, written, verbal and social media, suitable for different audiences.</p> <p>Ability to speak confidently and be able to present your knowledge and findings in a structured and coherent way.</p> <p>Ability to demonstrate time management and prioritisation skills</p> <p>IT skills including Microsoft Office, emails, databases and social media.</p>	<p>Understanding of local and national policies and strategies in relation to rural communities</p> <p>Understanding of Community Planning, in particular Neighbourhood Plans</p> <p>An understanding of the funding environment and the outcome based approaches that are used</p> <p>Use of Microsoft Publisher</p>
Experience	<p>Experience of implementing successful community based projects using appropriate community engagement</p> <p>Experience of organising creative events and activities, including training events, that engage widely in the community</p> <p>Have been involved with and delivered partnership working.</p> <p>Excellent experience of writing and delivering articles and presentations to a wide audience</p>	<p>Experience of delivering community planning, particularly Neighbourhood Plans, is highly desirable</p> <p>Experience of managing and supporting volunteers and volunteer projects</p> <p>Should have experience of researching and analysing data, producing reports and maintaining records.</p>
Other	Need to have the ability to work alone and remotely from the office.	

**NORTHAMPTONSHIRE ACRE
RURAL OFFICER**

	<p>Must have clean driving licence and access to a car Be prepared to work flexible hours including evenings and some weekends.</p>
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