



Registered charity no. 1174390

Job Title: Development Officer
Location: Hartlepower Energy Hub - 81 Stranton, Hartlepool TS24 7QT
Hours: 35 per week, with job-share possible.
A degree of 'unsocial' hours working will be required for which time off in lieu will be provided.
Work Pattern: 0900 – 1700 Monday to Friday
Contract term: 3 year permanent with review at the end of month 3.
Salary: £26,755 ,year 1;£27,022, year 2; and £27,292, year 3.
Reporting to: Hartlepower CIO board on a two-monthly basis

Overview

The Energy Hub in Stranton, Hartlepool is an initiative to support VCS (Voluntary and Community Sector) organisations and social enterprises in the town. Such support takes a number of forms including help with setting up/developing, fund-raising, choosing the right form of operating structure, marketing, planning ,monitoring and evaluation, accounting and the provision of affordable accommodation and meeting space and facilities such as printing, internet access and a Community Café.

Purpose, Scope & Responsibilities of the role

The Development Officer, funded by the National Lottery's Community Fund, will support VCS (Voluntary and Community Sector) organisations and enterprises in Hartlepool in a variety of ways, with the aim of strengthening the social economy.

The post is a new one and represents an exciting challenge to help reinvigorate the local social enterprise sector. Funding is for three years ending in September, 2022.

The Development Officer will provide assistance both 'in-house' and 'in the field' and which will include developing new and existing organisations as regards their forward planning, accounting, funding, governance, representation, marketing, evaluation/monitoring and other needs.

He/she will also convene a regular Funders Forum and other information and advisory initiatives, working with agencies from across the sectors where appropriate; and supervise a Facilities Administrator responsible for the day-to- running of the hub and a small number of sessional advice workers to augment the development work.

The post will be based at the Energy Hub in Stranton, Hartlepool and will be overseen by Hartlepower CIO(Charitable Incorporated Organisation).

Person Specification

The Development Officer must have broad experience of working in a Third Sector environment and of helping resource the needs of VCS groups/enterprises. Excellent organisational and communication abilities, a strong commitment to the values underpinning the voluntary sector, the ability to work flexibly-alone and as part of a team- and a positive, encouraging disposition are also essential requirements. Knowledge of current trends/thinking regarding VCS and enterprise development would be an added advantage.

Corporate Responsibility

All employees are expected to:

- Recognise and respect the diversity of internal and external customers and assist accordingly.
- Ensure the values of Hartlepower are reflected in their work and that all services provided are delivered in line with the Vision, Mission and Core Values.
- Assist in the development of a 'Continuous Improvement' culture.
- Ensure compliance with all regulatory requirements.
- Manage risks and health and safety to protect customers, staff and other stakeholders.
- Attend such training courses, seminars, conferences and other learning and development events as the organisation may require.
- Act as an ambassador for Hartlepower and Our Power.
- Maintain confidentiality at all times.

Flexibility

The nature of this business means that from time to time you may be asked to perform roles outside your original job description on an ad hoc basis. This allows the organisation to utilise its people in the best possible way at all times and helps employees to make their contribution in a changing environment.

Equal Opportunities

Hartlepower is an equal opportunities employer committed to eliminating discrimination and encouraging diversity amongst our workforce.

To apply:

Please apply by letter or email info@hartlepower.co.uk describing in detail how you would undertake the role.

Additional information eg cv's is NOT to be included.

Closing date: Monday, July 15, 5.00 pm. Please note if you have not heard from us by Monday, July 22, 5.00 pm then your application has been unsuccessful.

For further information please email info@hartlepower.co.uk