

Vacancy for Community Development Officer – Additional Information

How to apply

Queen's Park Community Council is seeking to appoint a Community Development Officer to take up this new post as soon as possible.

Applicants will need to confirm that they are entitled to work in the UK.

In respect of qualifications, original certification will be required.

Working hours and conditions

You will work around 37.5 hours a week. You need to be flexible, as the work can include unsocial hours such as evenings and weekends for which time off will be given. The salary will be within the scale NJC points 13-23 (£22,627-£27,741) with initial appointment depending on qualifications and experience. A fixed London Weighting Allowance of £3,543 will be paid on top of this.

You will be based in the QPCC Office but will spend much of your time out and about in the community, for example visiting local people and groups, and attending meetings.

The position is subject to Pension auto-enrolment.

Background

Queen's Park Community Council has twelve elected members who meet four times per year. In addition there are three main committees, People, Place, and HR. All formal meetings normally take place at in the Beethoven Centre with Council at 6pm and usually finish by 8pm although are currently being held online. The Community Development Officer may be required to attend these meetings.

The Parish Council doesn't own any assets but is involved in the enhanced management of Queen's Park Gardens where a number of events take place during the year.

The Council has an adopted Business Plan which the successful applicant will assist in bringing to fruition.

Data Protection

Note that information may be copied and stored on a database and used during the recruitment process, or used to form part of the personnel file if successful.

Probation

The appointment is subject to the satisfactory completion of a six-month probationary period.

Annual Leave

21 working days plus two statutory days and normal public and bank holidays. After five years service an additional 4 days leave will be awarded.

Disclosure Scheme/References

Appointment subject to satisfactory Disclosure and Barring Services check and references check.

Notice Period

During the probation period (either party): 1 weeks notice;

On completion of probation:

(by employee): 1 month

(by employer): 4 weeks until employed for 4 years, and thereafter 1 extra week for each year of continuous service, subject to a maximum of 12 weeks.

Conditions of Service

The National Joint Council for Local Government Services, National Agreement on pay and conditions of service (the green book) will apply.

Training & Development

The applicant will be encouraged to achieve the Certificate in Local Council Administration (CiLCA)