



**Queen's Park Community Council
Community Development Officer**

37.5 hours per week

Within the scale NJC points 13-23 (£22,627-£27,741) + London Allowance of £3,543 with initial appointment depending on qualifications and experience

Queen's Park Community Council - London's only parish council - is looking for a lively, energetic and highly efficient Community Development Officer to work alongside its Director, supporting the 12 councillors in their efforts to improve the lives of people in our north Westminster neighbourhood.

The council is six years old and this is a unique post with masses of potential. You will have a key role helping to lead a community that is both tight-knit and very diverse. Your outward-facing role brings with it responsibilities including recruiting and managing volunteers; organising events; grants scheme; communications (website, newsletter, social media); deputising for the director; managing relationships with partner organisations, contractors and local people.

You will be the Council's person on the ground - getting to know residents and organisations, making things happen. You will be a confident self-starter who is unafraid of taking the initiative but understands the importance of democratic processes, openness and accountability.

This role is about people above all. You will have excellent written and verbal communication skills, and will be numerate (the role involves some finance) with an eye for detail. You will thrive as part of a small, tight team and be willing to undertake odd jobs.

You will need experience of working in the community or voluntary sector or a background in a related career such as housing, regeneration, social work or youth work.

We don't require any formal qualifications although you will need good literacy and numeracy skills. It would be desirable to have five GCSEs A-C or equivalent or Level 2-3 Certificate in Community Development or higher relevant qualification.

You may be required to pass background checks from the Disclosure and Barring Service (DBS)

More details and the Applications Pack are available at

<https://queensparkcommunitycouncil.gov.uk/news/>

and should be returned by Sunday 28 March 2021. Interviews will be held during the week commencing 12 April 2021.