

Job Description

JOB TITLE:	Community Buildings Advisor
BASED AT:	CCB's office, currently Wyvols Court, Swallowfield
LINE-MANAGER:	Chief Operating Officer
HOURS OF WORK:	12 hours per week (0.34 fte). Some evening and weekend work may be required for which time off in lieu will be given.
SALARY:	Between £20k and £24k pro-rata depending on skills and experience
LEAVE:	25 days per annum pro rata (52.5 hours), plus public holidays pro rata
MILEAGE ALLOWANCE:	For authorised use of your car, the current rate is 45p per mile

Main Duties:

To provide an information, advice, guidance and support service to the management committees of community buildings in Berkshire, ensuring that these venues are safe, well-run and well-used community facilities.

Aims of the CBAS Service:

1. Community building management committees are supported to operate within the law, discharge their duties as charity trustees (where appropriate), become more knowledgeable and manage their halls for the best use of their local community
2. Community building management committees are supported with funding bids where required and supported to plan for the long-term
3. Experience gained through delivering this service in Berkshire contributes towards the local, regional and national knowledgebase and policy relating to village halls and other community buildings
4. The long-term security of the CBAS is secured through identifying and developing a broad funding base

Responsibilities:

- 1 Undertake activities as described in the Community Buildings Advice Service Work Programme that support the achievement of the Aims of the CBAS Service, as described above.
- 2 Keep abreast of changes in legislation, regulation and good practice to ensure that the advice provided to people is up-to-date
- 3 Actively promote CCB's Community Buildings Advice Service through colleagues and other organisations
- 4 Identify new sources of funding for the Community Buildings Advice Service and apply for grants where appropriate, aiming to exceed the budgeted income for the service
- 5 Keep the information held by CCB on community buildings up-to-date and in a form which is user friendly and compliant with our Data Protection Act registration
- 6 Provide information as required by ACRE for their reporting to Defra
- 7 Provide monthly/quarterly monitoring reports, as required, of progress towards achieving the aims of the CBAS Work Programme

Wider Duties:

Wider duties expected of every member of the CCB Team:

- Attending the CCB Annual General Meeting
- Attending team meetings, staff training days and staff/board away-days
- Attending network events and conferences where appropriate
- Participating in activity to support development of new programmes of work
- Providing peer support to colleagues wherever possible and offering them opportunities to support the CBAS service

From time to time you will be required to assist with other areas of work in support of both existing and emerging programmes of work. This will be in agreement with your Line Manager.