

Notice of Vacancy

RAY WINDFARM FUND COMMUNITY INTEREST COMPANY (CIC)

COMMUNITY DEVELOPMENT OFFICER

Vattenfall Wind Power Ltd provides approximately £275,000 a year (indexed linked) for the benefit of people and communities within the catchment area of Ray Wind Farm. Some two-thirds of this donation is distributed by the Ray Windfarm Fund CIC whose Directors are residents of the area of benefit.

See www.raywindfund.co.uk

Applications are invited for the post of part-time Community Development Officer to the Ray Windfarm Fund CIC.

Key responsibilities will include

- managing the first point of contact for grant queries
- liaising with applicants and supporting them through the application process
 - maintain the CIC website and presence on social media
 - general administration, maintenance of financial records
 - maintain the CIC's operational policies and risk register
 - prepare reports to the Board and Committees
 - attend meeting of the Board and its Committees
- represent the CIC in dealings with third parties as required

The role requires excellent communication, organisational and IT skills. The ability to work on your own initiative and meet deadlines is essential. You must be computer literate with strong proficiency in Excel and Word is a must.

Experience of agenda preparation, minute taking, report and letter writing are essential. Experience of community engagement, and of working / living in and with rural communities would be beneficial.

The appointment is for an average of 20 hours a week.

The successful candidate will be based at home but will be required to travel and attend meetings mostly across the catchment area of the Ray Windfarm

For further information, enquiries and an application form please contact either Martin Chilvers (01830 520535 / martin@raywindfund.co.uk) or Peter Ramsden (01830 540332 / peter@raywindfund.co.uk)

**Closing date: 22 March, 2020
Interviews: from 23 March, 2020**