



## **PROJECT SUPPORT WORKER REQUIRED**

### **KNARESBOROUGH COMMUNITY LAND TRUST (CLT)**

#### Introduction

Knaresborough Community Land Trust (CLT) is a member- led community based organisation (incorporated as a Community Benefit Society no 07779) that exists to create affordable homes for those people who live or work in Knaresborough but who may otherwise struggle to live in the town. Our vision is of a town where everyone is involved and we hope to enable other community projects that people want to see in place. We were inaugurated in June 2018 and have moved rapidly from idea to delivery. Having obtained a substantial grant from Power to Change, we are seeking a (freelance, part time) project support worker. The organisation is run by a small group of directors who oversee the governance and management of the CLT and set the strategic direction, deciding on project priorities. Directors are taken from the membership. Our members are the bedrock of our organisation and are made up of local residents or those with an interest in Knaresborough. Members support the board in developing the right strategy for the town. Do have a look at our website <https://knaresboroughclt.co.uk/>

We are at an important stage of our development and we are looking for someone who can provide the right support to help us to make that happen. Negotiations have begun for our first piece of land, our first project and we are looking for someone with the passion and drive to join the team and help us to get there.

Name of Post: CLT Project Support Worker

Hours: 12.5 a week (flexible working). Short term contract until August 2019 with extension possible

Responsible to: Chair and Board of Directors

About the role: The CLT Project Support Worker will be responsible for supporting the administrative around meetings, membership, correspondence, data management as well as liaising with the independent Project Manager and Directors.

We are looking for someone to join us on a short term employment basis for 12.5 hours per week. Because of the nature of the work, these hours are flexible and the right person would be able to work from home (when not working in the community) and commit to attend various meetings which may include occasional evenings. The position is offered on a fixed term basis initially until August 2019 but with the possibility of extension for the right candidate and if funding is secure.

Remuneration: £14.00 per hour, averaging 1.5 days a week (12.5 hours)

### Admin support required

- Admin support including some basic book keeping
- Prepare the agenda and minutes for meetings
- Deal with all enquiries and/or allocating them to the relevant person.
- Be responsible for the CLT diary, booking meetings and events as necessary.
- Manage member communications, write and distribute a regular newsletter.
- Develop communications and assist with other CLT-related publicity and marketing through the website (simple editing) social media and other channels.
- Maintaining the membership database

### Community Liaison

- Organising community information and member engagement events.
- Carry out other community consultation exercises, such as completion of questionnaires, "door-knocking" and market surveys.

### Volunteers

- In collaboration with the Board, recruit and co-ordinate a group of volunteers from the community to support CLT activities ensuring the correct processes and policies are in place

### Other

- Any other tasks that may reasonably be required

### **Essential attributes**

- Experience of providing admin support
- Proven organisational skills and able to manage own workload
- Computer skills including using spreadsheets & an ability to manage aspects of a (externally managed) website
- Ability to communicate with all kinds of people
- Experience of being a volunteer or of working with volunteers

### **Desirable Attributes**

- Experience of working with a local community

Please send a CV with covering letter to [info@knaresboroughclt.co.uk](mailto:info@knaresboroughclt.co.uk) or by post to 99 High St, Knaresborough HG5 OHL

CLOSING DATE MARCH Tuesday 19th March