

SOLON COMMUNITY NETWORK

JOB TITLE	COMMUNITY DEVELOPMENT CONSULTANT
RESPONSIBLE TO	SENIOR CONSULTANT
SALARY	£30,044 - £33,807 per annum Plus bonus scheme Contributory pension scheme

PRINCIPLE OBJECTIVES

To deliver consulting projects and provide independent resident advisor services to residents and social landlords throughout the United Kingdom.

To promote the work of the company and assist in growing the business.

1. MAIN ACTIVITIES, TASKS AND RESPONSIBILITIES

An integral part of the service delivery team, consultants are primarily responsible for:

- 1.1 Development and delivery of client proposals in conjunction with the project lead consultant.
- 1.2 Assisting in identification and development of new business opportunities.
- 1.3 Delivery of consulting projects, ensuring high quality solutions are provided to meet individual client requirements.
- 1.4 Participation in team interviews for new work.
- 1.5 Preparation and delivery of presentations for a wide range of audiences.
- 1.6 Production of high quality publicity material, including newsletters, flyers and development and management of web content.
- 1.7 Organisation and delivery of meetings, workshops, open days and drop-in sessions.
- 1.8 Implementation of client consultation strategies.
- 1.9 Design and delivery of surveys, analysis of findings and production of reports.
- 1.10 Organisation and delivery of training programmes for residents and staff.
- 1.11 Preparation of invoices and final reports for client accounts.
- 1.12 Actively seek, and participate in, professional development.

2. EQUAL OPPORTUNITIES AND DIVERSITY

- 2.1 All Solon staff are expected to welcome diversity and be committed to equal opportunities in the delivery of projects, development of resident groups and in employment practices.
- 2.2 You will be required to make a contribution appropriate to your skills, experience and responsibilities towards specific activities that are intended to promote equal opportunities and diversity.

3. WORKING HOURS

The job will involve evening and occasional weekend work for which, taking work commitments into consideration, time off in lieu will be available.

Note: No job description can cover every issue which may arise within the post at various times and the post holder is expected to carry out other duties from time to time which are broadly consistent with those in this document.

SOLON COMMUNITY NETWORK PERSON SPECIFICATION

Community Development Consultant		
Attribute	Essential	Desirable
Experience	<ul style="list-style-type: none"> • Graduate with minimum 2.1 grade • 2 years experience working in social housing, regeneration, community development, social enterprise or similar 	<ul style="list-style-type: none"> • Experience of consulting residents • Production of community /resident promotion literature/newsletters
Skills and knowledge	<ul style="list-style-type: none"> • Ability to work as a team with clients and colleagues • Strong analytical capability • Attention to detail • Excellent oral and written presentation skills • Advanced Word, Excel and PowerPoint capability • Self motivation and self management • Understanding of research methods • Ability to meet strict deadlines 	<ul style="list-style-type: none"> • Analysis of statistical information and the design of surveys • Understanding of local government, housing, planning, regeneration, third sector and /or social enterprise • Development and management of web content and social media
Circumstances	The job will involve evening and occasional weekend work for which time off in lieu will be available	
<ul style="list-style-type: none"> • Mobility • Flexibility of working arrangements 		