

SOLON COMMUNITY NETWORK

POST TITLE	SENIOR COMMUNITY DEVELOPMENT CONSULTANT
RESPONSIBLE TO	MANAGING DIRECTOR
SALARY	£35,562 - £44,617 per annum Plus bonus scheme Contributory pension scheme

PRINCIPLE OBJECTIVES

To assist to build the business, market the company, provide leadership and project manage contracts.

To provide independent resident advisor and consultancy services to resident groups and social landlords throughout the United Kingdom.

1. MAIN ACTIVITIES, TASKS AND RESPONSIBILITIES

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

- 1.1 Seeking out new work and creating and delivering client proposals in conjunction with the Managing Director and tender team, including attending selection interviews.
- 1.2 Structuring and delivery of consulting projects ensuring high quality solutions are provided to meet individual client requirements.
- 1.3 Project managing contracts, including the determination of project milestones, of management resources, the quality control, the negotiation and liaison with client, invoicing and the production of final reports.
- 1.4 Supporting the development of consulting revenues into new geographic areas, markets, propositions, services and technologies.
- 1.5 Development of the organisation's credibility and capability in specific identified growth areas.
- 1.6 Promoting and marketing the company.
- 1.7 Organising and delivering training programmes for staff and residents.
- 1.8 Preparation of grant bids, claims and liaison with funding bodies.
- 1.9 Supporting the management and development of existing client accounts.
- 1.10 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 groups and in employment practices.

3. WORKING HOURS

The job will involve evening and occasional weekend work for which, subject to work commitments, 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

SENIOR COMMUNITY DEVELOPMENT CONSULTANT		
Attribute	Essential	Desirable
Experience	<ul style="list-style-type: none"> • Graduate with minimum 2.1 grade • 5 years experience working in social housing, regeneration, community development , social enterprise or similar • Proven track record of strategy work and project management 	
Skills and knowledge	<ul style="list-style-type: none"> • Demonstrable ability to manage, support and mentor staff • Ability to work collaboratively as a team with clients and colleagues • Strong analytical capability • Outstanding oral and written presentation skills • Advanced Word, Excel and PowerPoint capability • Self motivation and self management • Demonstrated qualities of initiative, strategic thinking and problem solving • Ability to prioritise and produce high quality work whilst meeting strict deadlines 	<ul style="list-style-type: none"> • Understanding of local government, housing, planning, regeneration, third sector and/or social enterprise • Analysis of statistical information and the design of surveys • Development and management of web content and social media
Circumstances <ul style="list-style-type: none"> • Mobility • Flexibility of working arrangements 	<p>The job will involve evening and occasional weekend work for which, taking work commitments into consideration, time off in lieu is available</p>	