GWENT
ASSOCIATION OF
VOLUNTARY
ORGANISATIONS

Registered Charity No. 1113558
Company Limited by Guarantee 5590517

We support and promote the voluntary sector throughout Gwent by providing a service to the community and increasing working links with local authorities, health authorities, and relevant agencies. We currently seek a:-

Community Economic Development Officer
BASED IN MONMOUTHSHIRE

HOURS: 30 pw

ACTUAL SALARY: £18,615 (Pro rata to LA Scp 27)

This post will increase the capacity of the third sector in Monmouthshire to deliver public services.

This post is currently funded for one year.

The post holder will have extensive experience of supporting the work of third sector organisations, developing funding strategies and equipping the organisations with the necessary skills and governance to competently deliver public services.

APPLICATION DEADLINE: 3 pm 13th February 2012

Download a job pack from: www.gavowales.org.uk,
Or visit any GAVO office,
or
Send a large stamped A4 self addressed envelope to :
Recruitment, GAVO, Ty Derwen, Church Road,
Newport NP19 7EJ

State Job Title. Apply in writing. CVs not accepted

WE CANNOT ACCEPT APPLICATIONS VIA E-MAIL.

POSITIVE ABOUT DISABLED PEOPLE

INVESTOR IN PEOPLE

GWENT ASSOCIATION OF VOLUNTARY ORGANISATIONS

JOB DESCRIPTION

POST TITLE: **Community Economic Development Officer**
GRADE: LA Scp 27
LOCATION: GAVO Llancayo office
RESPONSIBLE TO: Assistant Director Monmouthshire

JOB PURPOSE:
To increase the capacity of the third sector in Monmouthshire to deliver public servicesby delivering the TRUST project—'Totally Ready to Undertake Service Transfer'

OUTCOME OF PROJECT:
Voluntary organisations are equipped with the necessary skills and governance and can demonstrate their desire and competence to deliver public services

Key responsibilities:

1. To support the development of social and community enterprises to provide services to meet identified need.
2. To identify and address gaps in skills and training needs (particularly business skills) including signposting to appropriate agencies for specialist services.
3. To raise awareness of the need for greater sustainability and income diversification
4. To assist with developing funding strategies including ways to generate income.
5. Identify and assist in securing funding opportunities and other resources.
6. To equip organisations to enter public procurement for the third sector
7. Work with statutory and private partners to maximise opportunities for commissioning and procurement for the third sector
8. To give help, advice and support in the governance of social and community enterprises to ensure that organisational structures are fit for purpose
9. To establish and support a third sector service provider network and identify opportunities for the formation of consortia for service delivery.
10. To promote good employment practice in the third sector
11. To work in partnership with Monmouthshire County Council, Aneurin Bevan Health Board and other statutory agencies.
12. To work with the Assistant Director and other members of GAVO staff team in Monmouthshire and SCE team.
13. To prepare reports as required by GAVO and MCC.
14. Any other duties as may be reasonably required as related to the job description.

PERSON SPECIFICATION
Skills, experience and personal competencies

ESSENTIAL CRITERIA
It is **essential** that candidates can demonstrate the following competencies:-

- An understanding and knowledge of the needs of the voluntary sector and social enterprises.
- Experience of providing advice to voluntary sector organisations and/or social enterprises on organisational development, business planning and income generation.
- Experience of providing management and organisational training and advice to organisations.
- Experience of and ability to use ICT effectively, including spreadsheets, email and Microsoft Office.
- Excellent communication and presentation skills, able to communicate clearly and effectively with colleagues, service providers and users and representatives of other voluntary, private and public bodies, in person, via e-mail or by telephone.
- An ability to work on own initiative and adapt work plans at short notice to meet any unexpected needs of the project.
- Highly organised working methods with an ability to prepare clear and concise reports and summaries.
- An ability to be flexible and willing to work unsocial hours to meet the needs of the project.
- A commitment to equal opportunities.
- Must hold a full driving licence and have a car available for work.

DESIRABLE CRITERIA
It is **desirable** that candidates have:-

- A working knowledge of the Welsh language

GWENT
ASSOCIATION OF
VOLUNTARY
ORGANISATIONS

Ty Derwen
Church Road
Newport
Gwent
NP19 7EJ
Tel: 01633 241550

Registered Charity: 1113558
Company Limited by Guarantee: 5590517

EMPLOYMENT APPLICATION FORM

Please complete in full, do not enclose a CV as it will not be considered.

POSITION APPLIED FOR: COMMUNITY ECONOMIC DEVELOPMENT OFFICER, Monmouthshire

SURNAME: …….. FIRST NAMES: ……..

TITLE: Mr/Mrs/Ms/Other

HOME ADDRESS: …….

…….

……. Post code: …….

Telephone no: Home ……... Work ……..
(if appropriate)

e-mail address …….

EMPLOYMENT HISTORY: Starting with the most recent, please list all previous employment. Please account for all gaps in employment.

NAME OF EMPLOYER	YOUR JOB TITLE	DATES EMPLOYED	
		From	To

INVESTOR IN PEOPLE

POSITIVE ABOUT DISABLED PEOPLE

VOLUNTARY WORK AND OTHER WORK EXPERIENCE:

NAME OF ORGANISATION	ROLE	DATES From To

USING THE JOB DESCRIPTION AND PERSON SPECIFICATION, AND GIVING EXAMPLES, PLEASE MATCH YOUR EXPERIENCE, SKILLS AND ACHIEVEMENTS WITH THE REQUIREMENTS. *(Please let us know immediately if you have not received a Job Description with this form.)*

……
……
……
……
……
……
……
……
……
……
……
……
……
……
……
……
……
……
……
……
……
……
……
……

If necessary, continue on a separate sheet of paper headed with your name and the post applied for.

EDUCATION/TRAINING: With the most recent first, please give details of education and training and attainments (if any).

DATES	COLLEGE/SCHOOL/OTHER	QUALIFICATION ATTAINMENTS

PROFESSIONAL MEMBERSHIP: Please detail any professional membership (if relevant)

NAME OF INSTITUTE	MEMBERSHIP GRADE & TITLE	DATE OBTAINED

DO YOU HOLD A CURRENT DRIVING LICENCE? ……full/provisional/motorcycle/other
(please circle)

HAVE YOU ANY CURRENT ENDORSEMENTS? YES/NO please detail: …….

…….

DO YOU HAVE A CAR AVAILABLE FOR WORK USE? YES/NO

INTERESTS & HOBBIES: Please indicate your interests/activities or hobbies which may be relevant to your application: ……...

…….

OTHER THAN ENGLISH, DO YOU SPEAK ANY LANGUAGE(S) FLUENTLY? (If yes, please detail) ……..

ELIGIBILITY TO BE EMPLOYED IN THE UK:

What is your National Insurance Number? …….

If not, what documentary proof do you have to confirm your eligibility to be employed in the UK?

……...

Please state if a work permit is required before you can take employment and/or if any visa restrictions apply: ……..

DO YOU HAVE ANY UNSPENT CRIMINAL CONVICTIONS? YES/NO …….. If yes, please detail. *You do not need to mention any convictions which are 'spent' under the Rehabilitation of Offenders Act 1974* …….

…….

…….

IF THIS POST INCLUDES LINE MANAGEMENT RESPONSIBILITIES (see Job Description) please select **two** of the Management Competencies listed below and on a separate sheet give examples of how you have demonstrated your competencies.

Leading

Developing Self & Others

Communicating openly and honestly

Managing performance

Problem solving

Achieving objectives

Community Support

Adaptability and flexibility

REFERENCES: Please provide names & addresses of two referees
ALL EMPLOYMENT OFFERS ARE SUBJECT TO SATISFACTORY REFERENCES.

1. **CURRENT OR MOST RECENT EMPLOYER**

NAME……...

JOB TITLE……...

ADDRESS……...

TELEPHONE…….. E-MAIL…….
Can we take up this reference before interview YES/NO

2. **PREVIOUS/OTHER EMPLOYER**

NAME……...

JOB TITLE……...

ADDRESS……...

TELEPHONE…….. E-MAIL…….
Can we take up this reference before interview YES/NO

DECLARATION AND SIGNATURE: The information provided in this application is correct and I understand that any false declaration could lead to a withdrawal or termination of employment. I agree that the personal details provided may be held in accordance with the Data Protection Act 1998.
Signed: …….. Dated: ……..

Name (please print in full) ……

Thank you for completing this application form. We cannot accept e-mailed applications. We do not accept CVs. Please post or deliver to:-
RECRUITMENT, GAVO, TY DERWEN, CHURCH ROAD, NEWPORT, GWENT. NP19 7EJ

APPLICATION DEADLINE: 3 pm – 13 February 2012

EQUAL OPPORTUNITIES MONITORING

This form will be detached from the application form. It will not be used in the short-listing process but is required for GAVO's Equal Opportunities monitoring process.

POSITION APPLIED FOR: _____

HOW DID YOU BECOME AWARE OF THE VACANCY …….
(If it was a newspaper, which one?)

GENDER: MALE/FEMALE (please state) ……

DATE OF BIRTH: ……

ETHNIC ORIGIN (Please tick one box only)

- ❑ **BANGLADESHI**
- ❑ **BLACK AFRICAN**
- ❑ **BLACK CARIBBEAN**
- ❑ **BLACK OTHER (please specify) ……**
- ❑ **CHINESE**
- ❑ **INDIAN**
- ❑ **IRISH**
- ❑ **PAKISTANI**
- ❑ **WHITE**
- ❑ **OTHER (please specify)**

(The above classifications have been recommended by the Commission for Racial Equality)

NAME: .....

DATE: .....

When completed, this form should be returned with the application form, to Recruitment, GAVO, Ty Derwen, Church Road, Newport. NP19 7EJ