

South East Rural Community Councils
The Regional Voice for the Rural Community

June 2008

Dear Applicant

Thank you for your interest in the Hidden Britain Development Officer post. Attached is the application form and some supporting materials for your information.

Closing date for applications is 25th June 2008; unfortunately late applications cannot be accepted. Interviews will be conducted in the week commencing 30th June. Applicants short listed for interview will be required to deliver a short presentation to the interview panel, further details of which will be advised on the invitation to interview.

If you requested this pack by e-mail, we will already have sent you an application form in an electronic version, which you can fill in and return on line. If you have not received an electronic version and would like one, please e-mail Angela Gilmour at sercc.ao@surreyca.org.uk

If, after reading the enclosed materials you have any further questions about the post, please call me, Jacinta Thorley on 01483 45 9292 x 227.

Yours sincerely

Jacinta Thorley
SERCC CEO.

Job Description

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| Job Title | <ul style="list-style-type: none"> • Hidden Britain Development Officer (West of region) |
| Employment term | <ul style="list-style-type: none"> • Fixed term appointment until May 2010 • 17.5 hrs per week |
| Salary and Allowances | <ul style="list-style-type: none"> • £12,500 per annum, with a 3% increase in second year. • Employers contribution of 5% to pension will be payable • Business mileage payment of 40p per mile |
| Employed by | <ul style="list-style-type: none"> • South East Rural Community Councils • Employment base will be SERCC Office in Guildford although the role requires significant travel, and provision may be made for some home working. |
| Responsible to | <ul style="list-style-type: none"> • SERCC Chief Executive • Line management will be carried out by the Hidden Britain South East Development Manager • The Project Management Group. |
| Responsible for | <ul style="list-style-type: none"> • Any Project support staff and contractors who may be appointed to the Project during the period. |
| Key Objectives of the post | <ul style="list-style-type: none"> • To develop and support the establishment of at least 7 community tourism projects in accordance with the Hidden Britain process. • The post holder will have responsibility for working with communities in the west of the South East region. • Dissemination of Project experience |
| Main Duties | <ul style="list-style-type: none"> • Engagement with rural communities • Support to communities in planning tourism development projects • Undertaking research where needed • Providing assistance in securing funding or fundraising for projects • Assisting with implementation of projects • Providing an evaluation and case study of each project • Coordinating local marketing and publicity of the destinations • Maintaining own budgets and finances on a monthly basis • Providing support and assistance to the Development Manager where needed • Encouraging sustainability and long term security of the projects • Any other duties commensurate with the grading and the key objectives of the post |

Key functional relationships

- The Hidden Britain Development Manager
- SERCC
- The Project Management Board
- Tourism SE
- Natural Discovery
- National Hidden Britain Centres
- SEEDA
- County and District Local Authority Economic and Tourism Development Officers
- South East AONB units
- The eight RCC's of the South East

Person Specification

| Development Officer (West of Region) | | |
|---|---|--|
| Aspect | Essential | Desirable |
| Personal Qualities | <ul style="list-style-type: none"> • Creative • Self-motivated • Good interpersonal skills • Quick Learner, able to work in a team as well as under own initiative | |
| Educational and training attainment | <ul style="list-style-type: none"> • A record of personal development and advancement through education and training | <ul style="list-style-type: none"> • Recognised training in disciplines such as Tourism Development and Management, or Business/enterprise development or Community Development |
| Skills | <ul style="list-style-type: none"> • Good organisational skills • Negotiation & Facilitation • Project and budget management skills • Facilitator of partnership working • Excellent communicator | |
| Experience and knowledge | <ul style="list-style-type: none"> • Demonstrable experience of development, implementation and management of new ideas. • Firm understanding of the processes, benefits and impacts of tourism development • Working in demanding situations, and to tight deadlines. • Understanding of the principles of Community development | <ul style="list-style-type: none"> • Working experience gained within a Tourism development project. • Awareness and understanding of issues facing small rural communities and businesses in the South East. • Community development experience • Fundraising experience • Experience of organising events |
| Information technology | <ul style="list-style-type: none"> • Fully computer literate in all MS Office applications. • Willingness to learn new software applications as required | <ul style="list-style-type: none"> • Understanding of basic website design and build |
| Other | <ul style="list-style-type: none"> • Willingness to work across the designated area, adopting a flexible and fair approach to the working week in light of project demands which will require some evening & week-end work • Willingness to represent the Project in Regional and National events • Own transport with a current driving licence | |