



Village Halls and Community Buildings Adviser

24 hours per week - £29,000 FTE

Rural Community Council of Essex (RCCE) is seeking to appoint a new Village Halls and Community Buildings Adviser who will have responsibility for providing a comprehensive advice and information service to the Trustees of more than 200 village halls and other community owned buildings throughout Essex. This will encompass support for all aspects of their operation, management and development including advice on governance, charity law, health and safety and funding opportunities.

The successful candidate will be able to demonstrate relevant experience, strong stakeholder engagement and organisational skills, an ability to develop the skills, knowledge and confidence of individuals and groups, and excellent communication skills, in particular verbal communication in person and on the telephone. An ability to manage your own priorities, time and workload and work to agreed deadlines is an essential requirement of the post.

This post will normally be based at the RCCE offices at Feering, near Colchester, but is currently home-based owing to the pandemic. You are required to have a full driving licence and access to a car.

Application deadline: 12 noon Monday 21st March
Interviews: Friday 25th and Monday 28th March

To apply please provide either a curriculum vitae, details of 2 referees and a covering letter (maximum of 2 sides of A4) setting out your qualities and how you meet the requirements of the post. Or complete an application form and equality monitoring form which can be downloaded from the website or by contacting RCCE:

<http://www.essexrcc.org.uk/Working for us>

Please send all applications electronically to: Sara Ward (Administrator) – sara.ward@essexrcc.org.uk or www.essexrcc.org.uk