

Moseley Community Development Trust
CONTRACT SPECIFICATION

Position	"The Exchange" - Development Officer
Location	Moseley CDT offices, 149-153 Alcester Road.
Period of Employment	2 years part time (3 days/week)
Salary range	£23,000 – 25,000
Date of Appointment	Earliest possible

PROJECT BRIEF

1. Purpose of the Post

- 1.1. To contribute to the development of the Moseley CDT's community enterprise project "the exchange" and to support the development services for those working in the creative economy and living in Moseley
- 1.2. To drive the development of the Post Office building as an innovative "Third Space" for communities and businesses within Moseley and its surrounding neighbourhoods.

2. Main Duties and Responsibilities

- 2.1. To promote the Moseley creative village concept including the Exchange project, Moseley Creative Forum and Moseley Arts stalls.
- 2.2. To work through the CDT Co-ordinator to support the development of CDT business services for entrepreneurs in Moseley
- 2.3. To work with the CDT to develop the business plan for the exchange project
- 2.4. To work with the CDT Co-ordinator to secure funding for the re-development of the site.
- 2.5. To ensure that innovation, equality and diversity are core elements in the development of the project
- 2.6. To co-ordinate development programmes supporting the creative sector in collaboration with local statutory agencies (LSC, AWM, B'ham CC, Further and Higher Education bodies) and charitable arts organisations.
- 2.7. To form and sustain partnerships between public, private and voluntary sector that will eventually use the Exchange project.
- 2.8. To undertake other duties and responsibilities commensurate with the contract.

3. Supervision Received

This person will report to the CDT Co-ordinator regularly and also prepare reports for the project steering group.

4. Contractors for Moseley Community Development Trust

Any Contractor will be expected to establish and maintain, as appropriate, good working relationships with all CDT colleagues, other local agencies, community groups and local and regional partners working with the creative industry sector.