



## Moseley Community Development Trust

### Chief Officer vacancy

Moseley is a unique part of Birmingham with a long history of community led action. Moseley Community Development Trust (CDT) seeks to improve the quality of life and the economic prospects of people who live and work in our area by working with local people. The neighbourhood is full of talent, creativity and potential; the CDT seeks to harness these attributes to help shape the future for local residents and businesses.

We are a well-established community enterprise, at an exciting stage of its development with opportunities to grow its role and scope of work. It was established in 2000 by local residents and remains community led, owned and managed. Successful ventures include: a community hub, Birmingham's first co-working space, Moseley Supplementary Planning Document and a range of community development projects.

Recent changes in the public sector have led to a greater need for innovation and resilience in the charity sector. Since 2000, Moseley CDT has developed infrastructure to allow it to respond to these current challenges and plan for the future.

There is a strong Board of Trustees that manages the charity and provides strategic leadership to the staff /volunteer team. There are a number of challenges that need to be delivered in the coming years and therefore it is now seeking an inspiring individual to lead the charity.

In this wide-ranging role you will be required to:

- Lead the development of the charity's strategies, policies and activities.
- Develop and manage a community enterprise, its physical assets and social enterprises.
- Harness local talent to deliver the charity's objectives
- Ensure the sound governance and operation of the charity.

*For more details contact:*

Dr. Steve Harding , Chairman of Moseley CDT.

**Email:** [administrator@moseleycdt.com](mailto:administrator@moseleycdt.com)

Moseley Community Development Trust,  
c/o The Moseley Exchange,  
149-153 Alcester Road, Moseley,  
Birmingham B13 8JP.

**[www.MoseleyCDT.com](http://www.MoseleyCDT.com)**

## Key duties and responsibilities

To lead the development of MCDT

- Lead the development, resourcing and management of MCDT's enterprises, services and assets in line with the strategic plan.
- Lead initiatives relating to development, funding, widening participation, business planning and policy implementation.
- To lead the development of Moseley Exchange and its community of enterprising users.
- To take responsibility for developing MCDT's funding applications and take primary responsibility for developing new sources of funding.

To lead the policy development of MCDT

- Ensure MCDT responds to the different challenges facing the neighbourhood.
- Ensure policies are maintained and updated in order to ensure good governance and practice for a charity.
- Work with the Board on strategic issues as required.
- Undertake research on issues that affect MCDT and the neighbourhood.

Leadership and Management

- Work with the Board to review regularly MCDT's mission, strategic plan and organisational impact.
- Prepare an annual business plan and monitor progress to ensure MCDT achieves its performance targets as cost-effectively and efficiently as possible.
- Provide staff leadership and be responsible for the management, supervision, support and training of staff.
- Support the preparation and monitoring of MCDT's annual budget with the Finance Officer.

Servicing the Board.

- Plan and organise Board meetings with the Chairman
- Be accountable to the Board for implementing decisions made by the Board at its meetings.
- Keep Board members informed of important local and national developments.
- Present policy, strategy and project proposals to the Board.
- To advise the Board on health and safety, insurance and risks.

Community Development

- Lead and deliver community development activities that will sustain a resilient network of community organisations and projects.

- Build capacity and support groups in Moseley in their own endeavors.
- Support the growth of activities based at the Moseley Exchange and expand the range of communities using it.
- Deliver and co-ordinate multi-agency work to achieve MCDT's strategic objectives.
- Promote the principles behind the Equalities Act within the local voluntary sector.
- Be responsible for the development of the services that respond to local needs.

#### Other responsibilities

- Keep up to date with developments in the area and city-wide to ensure MCDT can play an appropriate role in promoting its objectives.
- Have overall responsibility for the management of the property.
- It is expected that the post holder will be required to carry out some work outside normal office hours.
- To undertake any other duties consistent with the grade and job title.

## Person Specification

In this role you will be required to cover a wide range of situations, people and organisations.

<b>Experience and knowledge</b>	<b>Essential or Desirable</b>	<b>Evidence CV or Interview</b>
Senior management within the charity sector	E	CV
Community development work	E	CV
Community venues - operational management	E	CV
Volunteer management	E	CV
Project management	E	CV
Fundraising	E	CV
Social enterprise	D	CV
Planning and regeneration	D	CV
<b>Skills and Abilities</b>		
Be resourceful, practical and entrepreneurial	E	I
Able to develop policies and strategies	E	CV / I
Able to communicate effectively, both orally and in writing	E	CV/ I
Ability to work well under pressure and on one's own initiative	E	I
Have good financial skills	E	CV
Be familiar with ICT matters, use of MS office and website development	D	CV
Able to build effective partnerships	D	I
Able to supervise staff and volunteers	E	I
Be available to work evenings and weekends	D	CV / I
<b>Other:</b>		
Demonstrate excellent organisational skills	E	I
Have a good understanding of local government	D	I
Have good report writing skills	E	CV / I
Be familiar with working in a multi-cultural environment	D	I
Be familiar with social media	D	I
Be willing to undertake physical tasks	D	I
Have a good understanding of Health and Safety at work	D	CV
Local knowledge of Moseley and Birmingham	D	I

Salary range £32,000-35,000 per annum

37 hours /week. Flexible working. Pension contributions.

Closing date for applications 5pm 19<sup>th</sup> January 2018

Interviews 25<sup>th</sup> and 26<sup>th</sup> January

Please advise if you have special requirements for the interview.

Application by CV and your responses to:

Why are you interested in becoming our Chief Officer? *250-500 words*

What would be your three main priorities? *250-500 words*