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| JOB DESCRIPTION |

1. POST DETAILS

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| **JOB TITLE:** CommunityDevelopment Officer  **SALARY:** £21,000 pro rata **BASE:** DERBY & DALES |

2. PURPOSE OF POST

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| You will have primary responsibility for engaging and working with partners and stakeholder organisations to support the expansion of Derbyshire Community Bank across Derbyshire Dales.  You will actively engage with communities, build links with local community groups and help raise public awareness of the services offered by the Bank in tacking financial exclusion. |

3. SUPERVISORY RESPONSIBILITIES

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| To whom: Chief Executive Officer  For which employees: None |

4. MAIN DUTIES AND RESPONSIBILITIES

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| To ensure successful implementation of DCB activities in Derbyshire Dales which could include:   * Actively promote and market the products and services of DCB within the borough of Derbyshire Dales by engaging with communities and local organisations to offer drop in facilities in prime locations. * Attend local community groups, organisation team meetings and community events to promote DCB. * Actively use the DCB website and social media to promote awareness and attendance at events. * Identify marketing opportunities including through community groups and other partner organisations.   To identify and apply for any opportunities for additional funding to support the project.  Monthly monitoring and reporting to CEO on expansion progress against KPIs.  Carry out any other reasonable duties within the overall purpose of the post commensurate with the grade. |

5. FOR COMPLETION BY SUCCESSFUL CANDIDATE

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| I acknowledge that I have received a copy of this job description and accept that the responsibilities attached to the post are as indicated.  Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Date job description compiled: Feb 2017