

The Upper Wensleydale Community Partnership Ltd

Job opportunity – Part-time Community Land Trust project officer – 20 hours per week

The Upper Wensleydale Community Partnership (UWCP) Ltd, a not-for-profit Community Company and Social Enterprise, is seeking to recruit a part time Community Land Trust (CLT) project officer. The UWCP has decided to establish a Community Land Trust so that it can develop plans to provide affordable social housing to rent in the Upper Dales, and then build the houses and rent them to local families / local people. There are two potential sites already where houses could be developed, a site in Hawes and a site in Arkengarthdale.

This is a very exciting project and the position will appeal to those who can demonstrate the required attributes for the job and have a passion for promoting the very best social and economic interests of the communities in the Upper Dales.

The UWCP Ltd is based at the Upper Wensleydale Community Office (UWCO) in Hawes and in its near 20 year history has grown to an organisation employing 18 full and part time local people, and engages with a team of over 40 volunteers. Its mission statement is *“to support the Upper Dales to be a thriving, self-reliant community, with a bright future, by being run by local people, by caring for local people, by being driven by the needs of local people”*. In seeking these objectives it provides access to key local services locally for the benefit of local people and the local communities in the Upper Dales, and in doing so provides good quality year-round local employment.

The UWCP Ltd seeks a person who can meet these requirements

- Good at English and capable of expressing themselves clearly in writing
- Very familiar with using a laptop and programmes like Word and Excel
- Fully conversant with using e-mail and trawling the web
- Can make use of Facebook and Twitter or is prepared to learn
- Excellent inter-personal skills and confident in addressing a small audience
- Must be available on the telephone at home via landline or mobile or preferably both
- Must have the ability to project manage to deadlines whilst overcoming problems on the way
- Must never be willing to accept No for an answer whilst Yes remains a possibility
- Must be able to act of their own initiative, be inquisitive, resourceful, enthusiastic and determined
- Importantly you must be prepared to go beyond the extra mile to secure the objectives of the CLT project

Ideally you should also have a Broadband connection at home, but instead you can use the Broadband and all the other facilities at the UWCO. A dedicated UWCP laptop that you can retain at home is available for your use.

I am happy to discuss informally in more detail the requirements of the position if you wish before you decide to submit an application. My contact information is shown below. If you submit a written application, please include your CV, mark your envelope **Private and Confidential**, and send it to or hand it in at the UWCO at the address shown below.

The rate of pay is £12.50 per hour, thus for 20 hours weekly the salary is £13,000 per year, along with the appropriate accrued holiday leave. The contract is for a fixed term of 1 year but there is every possibility of extending this term assuming the project is successful in securing its milestones. There is also an allowance for a Broadband connection at home if you have this facility available on your landline. Home working is allowable although you will need to report to me at a meeting in Hawes every week. Alternatively you could base yourself at the UWCO in Hawes.

Closing date for applications: Monday 21st August. Interviews will be held within 2 weeks of this date.

John Blackie

Executive Chairman (Volunteer) – The UWCP Ltd

Telephone: Home 01 969 667 123 / **Office** 01 969 667 111 / **Mobile** 07696 758 9096

E-Mail: cllr.john.blackie@northyorks.gov.uk

Address: The Upper Wensleydale Community Office, The Neukin, Market Place, Hawes DL8 3RA