

## JOB DESCRIPTION

**SECTION:** **Community Led Local Development (CLLD)**

**JOB TITLE:** **Atlantic & Moor CLLD Area Facilitator**

**RESPONSIBLE TO:** Atlantic & Moor/ South & East Cornwall CLLD Area Co-ordinator (Line Management)  
Atlantic & Moor CLLD Local Action Group (Functional Management)

**SUPERVISORY RESPONSIBILITY:** n/a

### KEY RELATIONSHIPS:

**Company:** Head of Corporate Services; Head of Development; Rural Delivery Manager, Programme Manager - Programme and Fund Services; CLLD Programme Manager; CLLD Area Coordinator and Facilitators for all CLLD areas and other employees of Cornwall Development Company

**External:** Relevant CLLD Local Action Group members; other CLLD Local Action Groups in Cornwall; Cornwall LEADER coordinators; businesses; community groups and other CLLD stakeholders Officers and Elected Members within Cornwall Council

### MAIN PURPOSE OF THE JOB:

The main purpose of the role is to identify, generate and develop projects ready for funding that will have a sustainable economic impact on our defined target areas. This includes promoting the programme in target areas; developing positive relationships with potential applicants from organisations and businesses; supporting potential applicants from project idea to receipt of grant; navigating eligibility criteria and funding guidelines; and securing EU funding investment that is aligned with the Local Development Strategy.

This will include working with the Local Action Group to deliver local growth, prosperity and development in their area. It will also include engagement with businesses and communities to help them develop and bring forward projects that are eligible for CLLD ERDF and/or ESF funding and that will contribute to the overall Local Development Strategy. This post will cover the Atlantic & Moor area, but the postholder will be expected to work as part of a wider team and may work across the other LAG areas where appropriate.

### KEY TASKS:

#### Service delivery

- To work with and mentor potential applicants to identify eligible activity and to provide advice and assistance (if necessary) to enable good quality and appropriate projects to be submitted for consideration by the Local Action Group
- Use experience/good practice to offer solutions that empower applicants to improve their funding application/bid writing skills and increase the understanding of the importance of good project/business planning practices
- Support the Atlantic & Moor / South & East Cornwall CLLD Area Co-ordinator to undertake the general publicity of CLLD funding in their area via the organisation of events, meetings and workshops, websites, social media, etc. This will enable key messages to be spread among a

wider audience in the area in order to highlight the opportunities available from, and improve understanding of, CLLD funding.

- To provide clear feedback and / or sign-posting for projects that are not eligible for support via CLLD, e.g. LEADER funding for instance
- To be largely responsible for their own administrative requirements (with support from the CLLD team admin resource where necessary) and demonstrate that they can work as part of a wider CLLD delivery team to maximise benefits to the local area.

### **Relationship management**

- To support the relevant CLLD Local Action Group by directly assisting applicants for funding in the development of a range of projects that access the ERDF and/or ESF funding allocated in the relevant CLLD Local Development Strategy and Delivery Plan.
- To work with the programme and fund services personnel to ensure that the appraisal, approval and contracting processes work in a seamless manner
- To develop linkages with key individuals/businesses/organisations that are located in the CLLD target areas in order to develop activity that will address the underlying causes of deprivation in those areas

### **Service development**

- To contribute to the CLLD LAG strategy and delivery plan development where required

### **Technical**

- To mentor and assist applicants to complete the CLLD application process (Expressions of Interest and Full Application) before submission for appraisal and to assist with any appraisal issues that might arise
- Maintain up-to-date professional knowledge of relevant policy and business practice changes to ensure deliverables are high-quality and aligned with best practice
- To maintain contact with approved projects to help understand the benefits of their activity, seek linkages with other funded and non-funded activity in the area, etc

### **Leadership & management**

- Guide LAG Members on the detail of eligibility, compliance and MA funding requirements as required
- Mentor, advise or guide newly recruited staff as required
- Deputise for the CLLD Programme Manager as required
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### **Performance reporting & management**

- Maintain records of project development activity according to requirements of CLLD funding and collate information on key issues for wider dissemination so that projects can learn from other projects and where possible develop collaborative working to strengthen local economies
- To report to the LAG at timely intervals the progress of the projects and advise on any additional support projects/businesses require.
- Maintain all programme files and data in accordance with audit requirements and company practices

### **Resource management**

- Be responsible for the safeguarding of IT and other equipment as well as client data

### **Customer feedback**

- Provide written responses to enquiries about CLLD funding

### KEY RESULT AREAS:

- To develop and nurture a strong working relationship with members of the Atlantic & Moor LAG so that the relationship between them and CDC as Accountable Body is conducive to successful CLLD delivery
- To ensure that all project development processes and relevant documentation are compiled to a satisfactory standard that enables subsequent appraisal, contract, monitoring and audit processes to be carried out efficiently and cost effectively  
 To develop a portfolio of projects and activity that directly contributes to the overall budget commitment/spend, target delivery and objectives of the CLLD LAG. This will involve helping to develop the knowledge base of individuals and groups to improve their potential for support from ERDF and/or ESF or other relevant streams of funding such as LEADER.
- To be proactive in stimulating innovation and interest within the LAG areas so that projects can be brought forward for consideration. This may also include developing ways to maximise the potential benefits from the investment, e.g. by broadening proposals and encouraging collaboration

### PERSONAL & TEAM RESPONSIBILITIES

- Provide a good role model for staff and trainees and project a positive image to internal and external contacts and customers
- Demonstrate the Company's culture, values and behaviours:
  - achieving excellence
  - valuing ourselves and others
  - showing personal leadership
  - being passionate about what we do
  - committed to a low carbon future for all
- Take responsibility for own self-development on a continuous basis.
- Participate actively and positively in the effective matrix management of activities across the Directorate
- Display strong customer and commercial focus towards the delivery of all work
- Carry out responsibilities with due regard to the Data Protection Act and current Data Protection policy
- Carry out responsibilities with due regard to the Company's Equal Opportunities Policy and Environmental Policy
- Work at all times within the code of the Health & Safety Act

*This job description is not comprehensive or exclusive and duties may be varied from time to time, but these will not change the general character or level of responsibility of the job. This job description and your performance will be regularly reviewed with you.*

*Good communication and organisation skills as well as self motivation and self confidence will remain essential qualities to fulfil this role.*

*In addition to fulfilling this specific role, you may occasionally be required to make your abilities available to help meet related business needs of the Company in your own or other departments. This would only be required if authorised by your Manager and subject to confirmation that precedence is given to your normal duties*

**Date last reviewed:** 16<sup>th</sup> September 2016

**Approved by manager:**  
**Agreed with post holder:**  
**Date Personnel informed:**

## PERSON SPECIFICATION

**SECTION:** Community Led Local Development (CLLD)  
**JOB TITLE:** Atlantic and Moor CLLD Area Facilitator

### EXPERIENCE

Essential	Desirable	How identified
<p>Significant experience of:-</p> <ul style="list-style-type: none"> <li>• project development and/or project management</li> <li>• working with private, public and community and voluntary sector businesses and organisations as well as individuals and groups in urban and/or dispersed rural communities</li> <li>• developing projects to meet strategic objectives</li> </ul> <p>A basic understanding of the causes of deprivation in rural and urban areas and the methods of addressing them</p> <p>Experience of office systems and managing information.</p> <p>Competent uses of standard office software.</p> <p>Demonstrable experience in writing reports, presentations, press releases, developing copy for websites and other forms of social media</p>	<p>An innovative approach to problem solving and the proven ability to develop ideas into projects.</p> <p>Experience of managing relationships with the public, private and third sector</p> <p>Demonstrable evidence of working in a commercial environment</p> <p>Experience of EU monitoring and reporting requirements</p> <p>Experience of dealing with the causes of deprivation in rural and urban areas and the methods of addressing them</p>	<ul style="list-style-type: none"> <li>• Application form / CV</li> <li>• Interview</li> <li>• References</li> </ul>

### EDUCATION & TRAINING

Essential	Desirable	How identified
<p>Degree or equivalent or relevant experience in any of the following disciplines; /Geography/ Planning/Science/Social Science/Business Management, manufacturing or related subject at an appropriate level</p>	<p>Evidence of continued professional development</p> <p>Project management experience or qualification</p>	<ul style="list-style-type: none"> <li>• Application form / CV</li> <li>• Certification</li> </ul>

### BEHAVIOURS

Essential	Desirable	How identified

<p>Proven ability to work within a multi-disciplinary team environment</p> <p>Self-motivator, able to work with minimal supervision and use discretion.</p>	<p>Ability to lead and motivate groups and individuals</p> <p>Good networking skills</p> <p>Experience of developing projects specifically to access funding</p>	<ul style="list-style-type: none"> <li>• Application form / CV</li> <li>• Interview</li> <li>• References</li> </ul>
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### KNOWLEDGE & SKILLS

Essential	Desirable	How identified
<p>Detailed Understanding of EU and other funding streams (e.g. ERDF and ESF) available in Cornwall</p> <p>Knowledge of rural and urban issues; economics; social problems; planning &amp; environmental issues and how they operate in Cornwall.</p> <p>Proven ability to mentor, motivate, persuade, support and influence individuals and organisations.</p> <p>Proven ability to take a flexible approach to work issues; balance conflicting demands and meet tight deadlines</p> <p>A confident speaker with ability to make presentations to colleagues, the industry and external partners.</p> <p>Excellent verbal &amp; written communication skills</p>	<p>Detailed working knowledge/track record of delivering EU and other funding streams (e.g. ERDF, ESF, EAFRD)</p>	<ul style="list-style-type: none"> <li>• Application form / CV</li> <li>• Interview</li> <li>• References</li> </ul>

### ANY ADDITIONAL FACTORS

Essential	Desirable	How identified
<p>Thorough; reliable; diplomatic; people friendly; able to grasp political sensitivities and negotiate calmly and provide clear advice in some controversial circumstances.</p> <p>A positive attitude to information communication technology.</p> <p>Access to own transport as travel around the County will be required for which a mileage allowance is paid.</p>		<ul style="list-style-type: none"> <li>• Application form / CV</li> <li>• Interview</li> <li>• References</li> </ul>

The ability to work flexibly (including some evening and weekend work) where required		
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