

## **JOB DESCRIPTION**

**TITLE:** **Community-Led Engagement Outcomes  
Infrastructure and Project Lead**

**SALARY:** £29,000 FTE 0.8 per week

**CONTRACT PERIOD:** To 01.06.2028 SUBJECT TO CONTINUED FUNDING

**HOURS OF WORK** 37.5 per week (pro rata 30 hours)

**REPORTS TO** **CHIEF EXECUTIVE ASHFIELD VOLUNTARY ACTION.**

**ROLE SUMMARY:** This is an exciting opportunity to join a dynamic and vibrant charity which supports the community. The CLEO project is being funded by the National Lottery Reaching Communities Fund for 3 years. We are looking for a project lead who is dynamic, able to break new ground and lead a team across 6 wards in Ashfield to extend this keenly watched innovation. Ideally it will be somebody with management skills who is keen to further their career by leading such an original project. The project lead will ensure the project is on track and is capable of adapting to the circumstances of each ward. They will have responsibility for budgets, staff management and leading the project to time, quality and price. CLEO will be your team but the whole team will be part of AVA. In addition, you will ensure that any new resident action groups will have the support that they require either through you personally or the team.

The Infrastructure and Project Lead will be line managed by the CEO, who will provide support through regular supervision.

The Infrastructure and Project Lead will manage the Evaluation, Infrastructure and Network Support Officer, the Administration and Marketing Officer and the Community Coordinators.

**PLACE OF WORK:** The principal place of work will be Ashfield Voluntary Action

### **KEY DUTIES AND RESPONSIBILITIES INCLUDE:**

1. To lead the CLEO project and teams to deliver the required outcomes of the project.
2. To be able to lead and undertake actions.

3. To design sustainable governance structures for RAGS
4. To apply for relevant funding to develop forms of social enterprise to sustain the residents action groups
5. To ensure that all actions of the project delivery plan are recorded.
6. To ensure that resident action groups receive the correct skills and training to become independent
7. To ensure that all media and marketing opportunities are maximised to promote CLEO and the resident action groups themselves
8. To undertake the role of line manager of the CLEO team
9. To update the AVA CEO weekly on progress
10. To attend supervisions and appraisals and to conduct the same with the team
11. To attend the AVA monthly team meetings
12. To adhere to all AVA's policies and procedures, including health and safety, HR, GDPR and EDI
13. To undertake a DBS check and required training and ensure that the team is equally compliant
14. To be willing to attend events and meetings outside of normal working hours as necessary
15. To liaise with AVA's volunteer coordinator to recruit volunteers as Community Champions from each of the wards

## **GENERAL TASKS**

### **Health & Safety**

- To take reasonable care for the health and safety of him/herself and other persons who may be affected by his/her activities and where appropriate safeguarding the health and safety of all persons under his/her control and guidance in accordance with the provisions of Health and Safety legislation.

### **Equal Opportunities**

- At Ashfield Voluntary Action we are dedicated to fostering an inclusive environment where individuals of all backgrounds, identities, and abilities feel valued, respected, and empowered to contribute their best work.

In **addition**, the Post holder will be required to:

- Preserve confidentiality and be aware AVA's compliance with GDPR
- To assist the organisation to achieve its goals, all staff are expected to work co-operatively, contributing to the performance of other appropriate functions.
- To undertake training and development as agreed with line manager.
- To carry out any other reasonable duties within the overall function commensurate with the grading and level of the responsibilities of the post.

| CLEO Infrastructure and Project Lead Person Specification                    | Essential | Desirable |
|------------------------------------------------------------------------------|-----------|-----------|
| <b>Experience of:</b>                                                        |           |           |
| Delivering a project to funders' requirements                                | ✓         |           |
| Leading a team effectively                                                   | ✓         |           |
| Working in communities                                                       | ✓         |           |
| Adapting to change                                                           | ✓         |           |
| Report writing                                                               | ✓         |           |
| Public speaking                                                              |           | ✓         |
| Working with the media                                                       |           | ✓         |
| Creating social enterprise                                                   |           | ✓         |
|                                                                              |           |           |
| <b>Knowledge</b>                                                             |           |           |
| Applying for funding                                                         | ✓         |           |
| Evaluation processes                                                         | ✓         |           |
| Creating plans                                                               | ✓         |           |
| Ashfield demography and communities                                          |           | ✓         |
| Health and Safety                                                            | ✓         |           |
| GDPR                                                                         | ✓         |           |
| HR                                                                           | ✓         |           |
| EDI                                                                          | ✓         |           |
|                                                                              |           |           |
| <b>Skills</b>                                                                |           |           |
| Project management                                                           | ✓         |           |
| Team management                                                              | ✓         |           |
| Budget management                                                            | ✓         |           |
| Problem solving                                                              | ✓         |           |
| Risk management                                                              | ✓         |           |
|                                                                              |           |           |
| <b>Qualities</b>                                                             |           |           |
| Strategic thinking                                                           | ✓         |           |
| Flexibility                                                                  | ✓         |           |
| Dynamic                                                                      | ✓         |           |
| Positive attitude                                                            | ✓         |           |
| Resilient                                                                    | ✓         |           |
|                                                                              |           |           |
| <b>Other</b>                                                                 |           |           |
| Ability to travel extensively across 6 wards in Kirkby, Sutton and Huthwaite | ✓         |           |
|                                                                              |           |           |

**Application is by way of CV tailored to the person specification and a supporting statement. If AI is used to produce these documents, it must be clearly stated. Failure to do so may lead to a review of any appointment.**

**This post is subject to DBS check**

**Closing Date: 1<sup>st</sup> July 2025**

**Return to: [u.key@ashfieldvoluntaryaction.org.uk](mailto:u.key@ashfieldvoluntaryaction.org.uk) with 'CLEO Recruitment IPL' in the subject line.**

**Ashfield Voluntary Action, Ashfield Health and Well-Being Centre, Portland Street.  
Kirkby in Ashfield, Notts. NG17 7AE Tel: 01623 555551**