

# Post Specification

## Post Specification - Key Information

- **Post Title: Community Development Assistant**
- **Date: August 2025**
- **Post Group Number: 6425**
- **Job Family: Business Support**
- **Job Family Role Profile: BS6**
- **Final Grade: 6**

To be read in conjunction with the job family role profile.

## Service Area Description

Based within Community Services providing support across all the service areas and providing support to the Local Committee Local Members.

## Purpose of this Post

To provide a comprehensive and responsive support service through the organisation of resources, providing information, administration and engagement support in the achievement of agreed outcomes.

## Key Job Specific Accountabilities

1. To act as first point of contact for the Area Support Team, dealing with issues and enquiries, including practical liaison with other Council offices in order to provide a timely and responsive level of customer service.
2. To work with and provide full administrative support to the teams within Community Services to ensure compliance with relevant policies, procedures and obligations, provide robust management information and ensure the smooth running of the wider community services teams. To specifically support the Area Support team in the delivery of engagement activity.
3. To monitor and report expenditure and income against agreed budgets and undertaking financial transactions including petty cash, placing orders, processing invoices and keeping accurate records to ensure office stock levels are maintained and all transactions are within agreed regulations.
4. To undertake research and analysis to support the development of consultation and engagement plans and strategies, aid decision making and provide effective solutions to engagement issues.
5. To liaise with colleagues within the council, and partners where appropriate, regarding the organisation of engagement events.

*Please note: Annual targets will be discussed during the appraisal process.*

## Key Facts and Figures of the Post

- **Budget Responsibilities:** Petty cash, placing orders, processing invoices
- **Staff Management Responsibilities:** None
- **Other:** None

## Essential Criteria

- **Qualifications:**
- NVQ Level 2 or 3, or equivalent experience or knowledge
- **Experience:**
- Experience of event arrangement / co-ordination

## Disclosure and Barring Service (DBS) Checks

- This post does not require a DBS check.

## Job Working Circumstances

- **Emotional Demands:**
- Occasional dissatisfied or distressed customers
- **Physical Demands:**
- Some light lifting may be required
- **Working Conditions:**
- None
- **Other Factors:**
- Ability to travel within designated area and occasionally throughout Cumbria
- Willingness to work unsocial hours in the support of consultation and engagement activity