

Job title: Rural Manager

Overall purpose of the job is to work with communities to enable the delivery of projects that help to foster healthy sustainable rural communities and help develop rural infrastructure resilience throughout Hertfordshire. To be the voice of rural communities with statutory bodies.

Main tasks

1. Operate as the Rural Manager (RM) to support, advise and steer communities, and their town and parish councillors, from their initial interest in providing projects from conception through deliver and into a sustainable state.
2. Undertake Asset Based Community Development mapping exercise by visiting communities and attending community meetings. Present the results back to so we fully understand community activity and how to foster healthy sustainable communities.
3. Build collaborative relationships with key partners including communities, councils and other statutory bodies, other third sector organisations, grant making organisations and businesses, to support effective partnership approaches to enabling projects.
4. Act as the voice of Rural Hertfordshire to statutory bodies, guiding policy decisions to incorporate and consider the unique needs of rural communities.
5. Deliver training for local communities, town and parish councillors, local authorities, on community development.
6. Produce quality communications that raise the profile of rural affairs and Infrastructure including providing content for website pages, using social media and producing case studies.
7. Attend ACRE training, national meetings and events on rural policy and report back on any important aspects to colleagues.
8. To write and submit grant applications to develop programmes ensuring rural community projects and infrastructure needs are met, these may include but not limited to,
9. To manage the Rural Housing and Infrastructure Enabler, ensuring all deadlines and budgets are adhered to.



Person Specification

Qualifications, knowledge, skills and experience

Minimum level of qualifications required for this job:

Qualification required	Subject Level	Essential / Desirable
Level 3 qualifications including A-levels or international Baccalaureate diploma, Level 3 NVQ, Level 3 National Diploma or Certificate, Advanced Apprenticeship or equivalent experience in a relevant field	Community work; community development work or a related field.	Desirable
UK Driving Licence (car)	Full (Access to own car vital for this role)	Essential

Safeguarding commitment

We are committed to safeguarding and promoting the welfare of children and young people and/or vulnerable adults. We require you to understand and demonstrate this commitment.



Unit 2
Mead Lane Industrial Estate
Merchant Drive
Hertford
SG13 7BH

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Minimum levels of knowledge, skills and experience required for this job:

Identify	Describe	Essential / Desirable
Knowledge and experience		
Policies and practices.	Knowledge and understanding of policies and practices relating to rural affairs	Desirable
	Knowledge and understanding of what constitutes healthy and sustainable rural communities.	Desirable
	Knowledge of how rurality can impact on service delivery	Essential
Multi-agency partnership working and relationship management.	Knowledge of best practices involved in partnership working to achieve successful outcomes	Essential
Community engagement and participation	Knowledge of effective engagement and participation tools in community development	Essential
	Knowledge of Asset Based Community development	Desirable
	Knowledge of community consultation techniques	Essential
Funding	Demonstrable track record of developing grant and funding applications from a variety of public and private organisations	Essential
	Knowledge of Business Development with sponsors and commercial organisations.	Desirable
	Ability to create innovative projects	Desirable
Identify	Describe	Essential / Desirable
Project management	Knowledge of how to set up new projects and programmes so they able to run successfully.	Desirable
	Knowledge of project management techniques to deliver projects to time and budget.	Desirable
Governance	Experience of organising Board or Committee meetings, including assembling agendas, taking minutes and compiling & presenting reports and papers.	Essential
Marketing and promotions using digital communications	Experience of managing social media channels.	Desirable
	Experience of organising online and in-person events.	Essential



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	Experience of writing blogs and other online content to promote your work and that of the organisation.	Desirable
Working with communities	Experience of working with local councils, community groups and volunteers to support community-led actions and to help them achieve their goals.	Essential
	Experience of giving advice and support to others.	Essential
Equality, diversity and inclusion	Demonstrate an awareness and understanding of equality, diversity and inclusion and how this applies to this role	Desirable
Safeguarding	Demonstrate an understanding of the safe working practices that apply to this role	Essential
	Ability to work in a way that promotes the safety and wellbeing of children and young people/adults (as applicable to the role)	Desirable
Skills and personal qualities		
Strategic thinking	Able to contribute practical and innovative ideas to find solutions to challenging problems on project delivery	Essential
Decision-making	Ability to influence effectively in critical decisions for desired outcomes and to provide constructive challenge	Essential
Communication	Ability to be able to supply written information to support the collation of presentations, reports, and other written documentation	Essential
	Proven verbal communication and relationship management skills	Desirable
	Ability to initiate, develop and manage complex partner, community and stakeholder relationships.	Essential
	Ability to represent the organisation with a range of partners at the equivalent level to the role and on occasion represent the team manager if needed	Essential
	Political astuteness and sensitivity, communicating with diplomacy and tact	Essential
Administration	Ability to use Microsoft Office applications such as Outlook, Word, Excel and PowerPoint and to undertake web-based research.	Essential
	Essential Ability to use Microsoft Teams for work collaboration	Essential
Self-management	Proven ability to prioritise, plan and manage deadlines	Essential



	Ability to maintain attention to detail even when working under pressure.	Essential
	Ability to keep own personnel records and timesheets updated using the systems supplied	Essential
	Willingness to participate in training and acquire new skills, being able to develop the role as the work progresses.	Essential
	Ability to travel around the county to attend meetings and events, including some evening and weekend work.	Essential
	Ability to use own initiative and to be proactive.	Essential



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Disclosure level:

What disclosure level is required for this post?	<input type="checkbox"/>	None	<input type="checkbox"/>	Standard
	<input checked="" type="checkbox"/>	Enhanced	<input type="checkbox"/>	Enhanced with barred list check

Other key information about this job:

Who the role reports to:	Chief Executive
Working hours:	35 hours per week, which may include some evening or weekend work CDA Herts operates a flexible working system.
Office base:	Hybrid. Work from home with one day a week in the office.
Officer Salary:	£32,000 per annum for a 35 hour week, plus contributory pension scheme and travel expenses.
Annual leave:	25 days per annum plus bank holidays, (pro rata for part-time employees)
Staff to be directly managed:	Rural Housing & Infrastructure Enabler
Contract type:	Fixed term to 31-Mar-26 (likely to be extended)

This role is funded by



Department
for Environment
Food and Rural Affairs



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