

Transition Town TOTNES

Transition Town Totnes
Staverton Room
The Mansion
36a Fore Street
Devon
TQ9 5RP

11/04/2016

Dear Applicant,

Many thanks for your enquiry about the role of Co-ordinator for Transition Town Totnes.

Please could you send us your CV and a letter of application addressing the person spec and role description. This should be what you feel can offer to the post showing your match of skills and qualities to the role description and person specification in no more than 400 words.

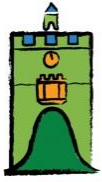
Please could you send to the above address or via email to info@transitiontowntotnes.org

Yours sincerely,

Nicola Lang

Administrator

On behalf of Transition Town Totnes



Transition Town TOTNES

Job Description

Job title: TTT Co-ordinator

Hours: 15 hours per week, with the intention that the person stays in post long term subject to funding. Some evening and weekend work will be required, but there is potential for flexible core hours for the right candidate. There is also potential to extend the hours of the role, subject to successful fundraising for the post.

Terms: Fixed term contract for 1 year

Salary: £25,000 pa pro rata

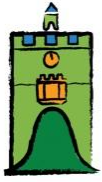
Location: Central Totnes

Purpose of the role of Co-ordinator

The post holder is required to raise funding, support staff and volunteers, help to implement TTT strategy, understand and assist projects and groups, as well as to represent TTT in the community. They will work collaboratively with Trustees, staff, core group members, volunteers and key stakeholders.

Key Tasks and Responsibilities

1. Make applications for grant funding that will raise a significant proportion of the salary for the post.
2. Get to know and nurture the projects and groups that are part of TTT, in part through attending monthly Core group meetings.
3. Support activities and projects which emerge, to ensure they are financially secure and well managed.
4. Maximise effectiveness of the organisation by supporting staff and volunteers whilst keeping overheads under control.
5. Work alongside Core group and Trustees to develop and implement the overarching strategy for TTT, ensuring that TTT is living its values, remaining resilient and keeping its beneficiaries at the centre.
6. Work with the fundraising group to develop and deliver a plan to realise multiple income streams to cover central activities and to support specific projects.



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Person Spec

Area of work	Skills and experience - essential	Skills and experience - desirable
Demonstrate a passion for the TTT agenda	Evidence of understanding and commitment to the TTT agenda	Knowledge of the Totnes community and TTT's history and current activities
Development of Income streams and funding bids	Evidence of successful income generation, fund raising business plan preparation and implementation	Creative lateral thinker with proven bid writing skills and experience of business operations
Development and implementation of efficient and effective administrative systems to support project management and all parts of TTT	Project and office management experience in a managerial capacity	Proven skills in complex organisation management
Development and implementation of efficient financial systems	Experience of financial management and ability to interpret financial information, including experience of managing own budget efficiently	Responsibility for the management of the budget of a complex third sector organisation
Facilitate the creation and Implementation of the TTT communications strategy	Working knowledge of Office software and social media skills. Ability to present to groups confidently	Responsibility for the development of a modern communications strategy
Helping to shape, hold and evaluate TTT present and future strategy	Evidence of working at a strategic level in a similar organisation	Shared or sole responsibility for the development and presentation of strategy for a comparable organisation