

## **JOB DESCRIPTION**

### **Job title: Credit Union Development Officer**

**Salary:** £18,000  
**Hours of Work:** 35 per week  
**Duration:** 12 month fixed term contract  
**Responsible to:** Credit Union Manager  
**Place of Work:** Location within Hodge Hill Constituency to be confirmed

### **Background**

North Birmingham Community Credit Union offers credit union services across the North East of the city including Erdington and Hodge Hill constituencies and the borough of Solihull.

North Birmingham Community Credit Union is a member owned, member run community organisation. We have over 30 volunteers who undertake a variety of tasks from cashier in a local community centre to Director. The Board of Directors who are elected by the members are all volunteers and have a wide variety of skills and experience.

We operate from a shop front in Erdington, which creates savings and loan opportunities for people who are excluded from other financing routes. We have a number of mini-branches across our catchment area

North Birmingham Community Credit Union has secured funding through the Working Neighbourhoods Fund to promote financial inclusion through credit union membership to the residents of Hodge Hill constituency. This position is funded for the 12 months from 1/4/10-31/3/11.

### **Description and Purpose**

To provide a financial capability service on behalf of NBCCU by

- Promoting credit union membership
  
- Developing local collection centres across the Hodge Hill constituency including recruitment and training of volunteers.
  
- Promoting financial literacy and the benefits of credit union membership in outreach to relevant groups and organisations within Hodge Hill constituency

and to contribute to the development of North Birmingham Community Credit Union to facilitate growth and future sustainability.

### **Duties and responsibilities**

Duties and responsibilities will include:

- To raise credit union membership through identifying and providing outreach services to target groups in the Hodge Hill constituency.
  
- To work with individuals and organisations to support existing credit union access points and to establish new ones in priority areas across the constituency.
  
- To promote take up of the credit union addition services such as bill payment/debt management, insurance and loan products.

- To develop close links to jubilee citizens enterprises to promote financial literacy courses and identify suitable candidates for this provision
- Identifying key local networks and representing the credit union at an interagency level to influence local decision making and policy setting with regard to financial exclusion and the credit union's potential.
- Ensure targets are monitored and achieved in accordance with the WNF contract and NBCCU's business plan.
- To provide support and assistance to the Board of Directors, volunteers and committee members when required
- To undertake any duties commensurate with the post

**Further Enquiries, contact NBCCU on 0121 350 8883 or email [info@nbccu.org.uk](mailto:info@nbccu.org.uk)**

**Closing Date: 24.3.10**

**Interviews: 29.3.10**

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## PERSON SPECIFICATION

**METHOD OF ASSESSMENT (MOA): AF = APPLICATION FORM; I = INTERVIEW  
T = TEST OR EXERCISE; P = PRESENTATION**

<b>CRITERIA</b>	<b>ESSENTIAL</b>	<b>MOA</b>
<b>EXPERIENCE</b> (Relevant work and/or other experience)	Previous knowledge and/or experience of Credit Unions in a community development capacity	<b>AF/I</b>
	Previous experience in the marketing of projects/ services	<b>AF/I</b>
	Previous experience in working with and supporting volunteers	
<b>SKILLS AND ABILITIES</b> (E.g Written communication skills, dealing with the public)	Ability to work as part of a team.	<b>AF/I</b>
	Ability to prioritise, organise and manage own workload	<b>AF/I</b>
	To have good oral and written communication skills	<b>AF/I</b>
<b>TRAINING</b>	Must be willing to undertake training as required.	<b>AF/I</b>
<b>OTHER</b>	Flexible approach to working hours and be prepared to work occasional evenings/weekends	<b>AF/I</b>
	Commitment and sensitivity to equal opportunities policy and anti-discriminatory practice.	
	Full driving licence/car owner	

### DESIRABLE

- Previous experience of working with credit unions either paid or unpaid
- Knowledge of the particular needs of Hodge Hill
- Experience in fundraising for voluntary sector projects
- Marketing experience