

In April 2000 the Government awarded a part of the Radford and Hyson Green area of Nottingham £55.1M over ten years to improve the Health and Education prospects, employment opportunities and to reduce crime under the New Deal for Communities (NDC) Programme.

New Deal for Communities is currently in its third year of delivery and has identified the need to recruit for the following posts. If you would like to play a key part in helping us to meet this considerable and rewarding challenge then we would like to hear from you.



Evaluation Manager

Salary £30,000 - £36,050 per annum

NDC needs someone to co-ordinate, design and then implement an evaluation framework process for the organisation. The framework will allow all aspects of the NDC work to be accountable and measurable from reporting to Government Committees through to members of the Community, showing how NDC is implementing strategies and achieving changes. Once evaluated and designed you will then be responsible for the implementation and training of everyone in the evaluation process, from committee members through to volunteer staff. You'll produce and present reports on the process to all levels and cross-work with other NDC's across the Country to share good practise, including co-ordination of our meetings and attending theirs.

Educated to degree level and with extensive experience in evaluation processes. You should also have an understanding of urban regeneration. You'll need leadership skills, excellent communication skills both written and verbal and have a flexible approach to work.

Citizens' Panel Co-ordinator

Salary £23,000 - £27,000 per annum

NDC is in the process of putting together a 'Citizens Panel', bringing members of the community together to ensure NDC is working for the community and its needs are being met.

As Citizens' Panel Co-ordinator you'll be responsible for the organisation of this panel, recruiting, inducting and managing all aspects to ensure all members of the community are represented and involved.

You'll be responsible for organising, reporting and implementing strategies from the panel. Highly motivated able to work on your own initiative, you'll have experience of evaluation processes and their implementation, especially within a community setting. Excellent communication skills, both written and verbal and an ability to communicate with people on all levels and from all sections of the community are essential.

Communications & PR Officer

Salary £22,000 - £25,000 per annum

Working in partnership with NDC and the local community you'll be responsible for planning, developing and implementing a communications strategy that will improve and raise the profile of the organisation. You'll provide all aspects of media relations, proactive press releases, crisis management and day to day relationships with the local community.

Educated to degree level. You'll have at least two years experience working in a Public Relations role, ideally involved in partnership working, private or public sector. You'll need excellent communication skills both written and verbal, confidence and be a team player.

Communications Officer

Salary up to £18,000 per annum

Keeping the community informed is a vital part of the work carried out by NDC. Our newspaper has been created to raise our profile and awareness locally in conjunction with residents, groups and businesses.

Reporting to the Communications Manager you'll put together and manage an editorial committee to review and contribute, organise community events and promote two-way communications between NDC and the community.

A depth of knowledge of communications will be required for this position that encompasses writing, proofing, communications, briefing and working to deadlines. You'll be comfortable with DTP and layout and printing of promotional literature as well as having a good feel for marketing. This position covers a wide range of communications issues and requires someone who is self motivated, innovative and willing to go that extra step.

Committee Clerk

Salary £14,000 - £16,000 per annum

Providing general administration duties to the NDC Board of Directors and their Committees. You'll be responsible for all administration including producing agendas, reports, minutes, letters, reports and correspondence. Handle telephone calls, co-ordinate appointments and attendance of meetings. You'll also be responsible for booking rooms and arranging catering for Board events.

You'll be used to working in a busy office with senior managers, be organised, accurate and have excellent communication skills both written and verbal. Excellent IT skills using all Microsoft Office packages is also essential. The may be a need for occasional travel.

Administration Support Officers x 3

Salary up to £12,500 per annum

Working full-time you'll be required to undertake general office duties including, distribution and collection of mail, photocopying, filing, producing letters, reports and documents. Accessing and amending database information. You will be educated to GCSE level in both Maths and English and RSAl word processing would be an advantage.

All posts are subject to fixed term contracts. Closing date: 27th November 2002.

For an application pack and further information please contact: New Deal for Communities, Provident Works, Newdigate Street, Radford, Nottingham, NG7 4FD Tel: 0115 978 8553 Email: enquiries@ndcnottingham.org.uk

"Fundamental to the New Deal for Radford and Hyson Green is equality of opportunity in delivery of services and employment of staff"



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