



## Job Description

**Title:** Community Buildings Advisor  
**Salary Scale:** £28K to £30K (pro rata for part-time staff)

---

**Purpose of the post:** To deliver advice and support to community building committees and other facility providers in Sussex, so that they become more effectively managed and responsive to their community's needs.

To be part of the national ACRE Village Halls Advisor network and cascade emerging information and funding to buildings in Sussex

To act as the community focal point for Action in rural Sussex

**Accountable to:** CEO

**Staff responsibilities:** None

**Key Accountabilities:** The post-holder will be responsible for: -

**Facilities advice:**

- Provision of advice, support and assistance on governance, legal, funding and operational matters to community buildings and facilities in Sussex. This will involve providing support by email, via our online forum, over the telephone and occasionally at meetings (which can take place out of office hours).
- Provide content for newsletters and website.
- Support the organisation and delivery of training workshops and conferences to increase knowledge, capability and information sharing amongst community building trustees and committees.
- Communicate the key challenges facing community buildings in Sussex to the management team.
- Help to manage the community buildings budget liaising with the Corporate Administrator and the Finance Manager
- Contribute to the review and development of the village halls subscription service.
- Prepare reports for internal management.
- Organise quarterly Sussex Community Buildings Advisory Group meetings and provide the admin support for these.

- Organise, facilitate and evaluate two annual conferences for hall committees including promotion, venue hire, sourcing guest speakers and sponsorship for the events.
- Liaise with village halls advisors in other rural community councils in the UK and ensure attendance at the annual ACRE conference.
- Liaison with specialist community buildings associates on more complex community facilities issues.
- Any other duties consistent with the overall purpose of the post.

**Equal Opportunities:** To uphold AirS Equality of Opportunity Policy.

**Statement of Flexibility:** This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence. Staff team-working and individual personal development are key to AirS' success in delivering its business aims and objectives. All staff are therefore be expected to have a flexible attitude in responding to new priorities and opportunities as they arise.

**Hours per week:** 21

**Location:** The Action in Rural Sussex office is based in Lewes and remote working arrangements can be considered.