

Job title: Rural Support Officer

Work Location: Cheviot Centre, 12 Padgepool Place, Wooler, NE71 6BL and out and about in rural Northumberland

Part-time role: 12 hours per week (minimum) until September 2026 (with the opportunity to gain further funding)

Salary: £13.75 per hour

Communities in rural Northumberland can sometimes feel isolated from services provided by Northumberland County Council and other organisations. The presence of this role will help alleviate feelings of disconnection and provide information to communities in a timely manner. They will be a conduit for information to ensure people who are in most need of help and support can access services and keep safe and well. They will help tackle rural inequalities and work in partnership with appropriate organisations to capture and focus issues that affect rural communities.

Job Responsibilities:

- Act as a primary point of contact for enquiries and signpost using appropriate pathways to connect individuals to support.
- Advocate for rural community needs and concerns to NCC and other relevant organisations.
- Identify and cultivate strong, positive relationships between Glendale Gateway Trust, local communities, key stakeholders and organisations in statutory & VCSE sectors.
- Work alongside the Rural Advocate to engage local communities using various communication channels (social media, newsletter, website, etc.).
- Maintain a database of partners, community contacts and resources.
- Attend and facilitate community events, meetings and other engagement activities.
- Proactively identify and engage with underserved or marginalised community groups. Work sensitively and be grounded in local people's knowledge and experiences.
- Collect and analyse community feedback to inform project development

Other Duties:

- Provide cover for the Rural Advocate & assist with other tasks as necessary.
- Adhere to The Glendale Gateway Trust's policies and procedures

Experience:

- Experience in community engagement, outreach, or a related field.
- Experience working with diverse communities and stakeholders.
- Experience planning and implementing community events and workshops.
- Understanding of rural issues and rural inequalities.

Skills:

- Excellent communication, interpersonal, and presentation skills.
- Strong organisational and time management skills.
- Ability to work independently and as part of a team.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- Some knowledge of social media platforms and online communication tools.

Please send your current CV along with a covering letter which clearly states the knowledge skills and experience you will bring to the role to
lesley@wooler.org.uk