

JOB DESCRIPTION

Job Title: Community Flood Resilience Co-ordinator
Salary: £23,000 per annum (pro rata)
Hours: 80 hours per calendar month (flexible)
Location: Work from home/hot desk at Cornwall Rural Community Charity in Truro
Contract: Permanent subject to funding (currently funded to 31 March 2021)

CCFF's Mission:

To be the lead non-statutory organisation in Cornwall tackling community flood resilience through the delivery of support and provision of resources to communities at risk of flooding. CCFF is a community-led Charitable Incorporated Organisation (CIO) committed to supporting communities, households and businesses.

Job Purpose:

To oversee the day-to-day running and work of Cornwall Community Flood Forum on behalf of the Board of Trustees and deliver a service to CCFF Members and the wider community in all matters relating to community flood resilience.

Main Duties and Responsibilities:

- ◆ To provide administrative support for the day-to-day functioning of the CIO and support the Trustees in developing the future sustainability of the Forum.
- ◆ To support communities in developing resilience to the effect of past and potential future flooding. This will include community engagement, supporting communities in the preparation of Flood Plans and with the wider aspect of the CCFF Toolkit, in particular, training community volunteers such as flood wardens.
- ◆ To support individuals contacting the CCFF with free informal, independent information and advice relating to flood prevention and resilience matters; and
- ◆ To collaborate with others working in the field, such as Cornwall Council Officers, Environment Agency colleagues and the Communities Prepared Project Team.
- ◆ To promote the work of CCFF via its website, social media feeds and at public events, including giving presentations.

This job description outlines your main tasks and responsibilities but you may be asked to undertake further duties when necessary.

Applications should be made by sending a CV and covering letter to cornwallcommunityfloodforum@gmail.com

For an informal conversation about the post please contact Cathryn on 01579 383218/07775 194030

Thank you