

Job Description

Powys Development Officer

Main purpose:

We are looking to recruit a Powys Development Officer to grow membership and business activity across Powys. You'll build partnerships across public, private and third sector networks, promote our products and services, support delivery of services to members alongside our Customer Services team and lead local outreach, events and marketing activity to increase membership, deposits and loan applications.

Responsibilities

- Grow our business in the Powys area.
- Provide local member support, working closely with the Customer Services team to ensure service delivery.
- Identify, develop and follow up new business leads and potential markets.
- Promote our products and services to communities, social enterprises and local businesses.
- Build and strengthen partnerships.
- Engage with key stakeholders.
- Work with marketing support to develop content and opportunities for press, social media and other marketing channels.
- Promote, coordinate and supervise local volunteer activity and community-banking hub development.
- Prepare reports.
- Attend relevant committee/working group meetings.
- Occasionally attend other SMCCB branches (Caerphilly, Blackwood, Newport or Tredegar) as needed.

Skills

- Knowledge of credit union activities and the regulatory environment, with commitment to the aims of the credit union movement.
- Strong communication skills, with an empathetic and professional approach when engaging members, customers, partners and colleagues.

- Ability to build external relationships and represent the organisation
- Excellent organisation, planning and prioritisation skills; able to work on own initiative, under pressure and with minimal supervision.
- Accurate and methodical, with strong attention to deadlines, quality and confidentiality.
- Confident using Microsoft Office and able to adopt new digital tools and ways of working.
- Full driving licence, access to a suitable vehicle and business-use insurance (significant travel across Powys and occasional travel to other branches required).

Potential for flexibility in delivery of working hours through mutual agreement.

Job Types: Part-time, Fixed term contract

Pay: £14.64 per hour

Work Location: Hybrid remote in Llandrindod Wells LD1 5ER