



**Broadband for the Rural North Ltd, Station Yard, Melling, Carnforth LA6 2QY
Registration no. 31352R**

JOB DESCRIPTION

Position: Project Development Coordinator
Reports to: Volunteer and Development Manager
Line Manager to: none.
Salary: £30,000 to £35,000 dependant on experience

ROLE

- To develop B4RN's Next Generation Access, Fibre-To-The-Home network.
- Be the main point of contact for assigned projects in the development phase
- Guide projects through the planning process, ensuring projects are fully prepared for build.
- Identify and engage with interested local community groups.
- Assess feasibility of proposed projects taking on board strategy, guidance, and direction from Head Office

Special Conditions

- This post requires the ongoing possession of a full, valid driving licence.

RESPONSIBILITIES

- Act as the main point of contact between volunteer groups and B4RN Head Office during the development phase of a project.
- Responsible for liaising with new project areas and developing new projects.
- Carry out public presentations with confidence and accuracy, with the ability to handle a wide range of questions and queries.
- Raise awareness of B4RN and its ethos.
- Develop positive relations with project volunteers and key stakeholders
- Support the forming of new B4RN volunteer groups.
- Prepare projects for Build. This will require; fully wayleaved routes, project finances in order, sign up at required level, community investment targets set and achieved, routes proven and surveyed.
- Co-ordinate and support local community groups, support parish meetings, meet on site with landowners and volunteers.
- Report on the progress of project and route design towards handover to delivery.
- Have the ability to engage with volunteers in a rural environment, work independently, be organised, and self-motivated.
- Support volunteers with obtaining wayleaves, including negotiation of challenging wayleaves.
- Manage our brand awareness, ensure the correct message is given including posters, banners, websites, and general information material.
- Such other duties appropriate to the grade as may be directed by the Volunteer and Development Manager.

REQUIREMENTS

- Knowledge of rural communities.
- Committed to improving rural broadband.
- Experience in the voluntary sector.