

JOB DETAILS

Job Title: Community Liaison Officer
Reports To: Director of Operations
Location: Cloverleaf House, Leeds
Rate: Volunteer (Expenses Paid)
Working hrs: 0900-1200 (Weekdays)*

Summary:

- Through insights into the organisation programs, the incumbent will be responsible for ensuring that the principles of the 'Cloverleaf Mindset' are core to all initiatives.
- The role will involve leading and implementing awareness initiatives of the Cloverleaf Programs within the local community and across strategic networks.
- The role will involve working closely with local community leaders to build detailed insights for dynamic understanding to support the development and execution of Cloverleaf Programs.
- The incumbent must be fully aware of all current and pipeline Cloverleaf programs to adequately deliver on the expectations of this role
- The role will involve fund raising activities including the completion of funding applications relevant to the Cloverleaf Programs
- The incumbent will play a key role in supporting the wider Cloverleaf Community to deliver initiatives that build awareness and education of the organisation's mission.
- This will be a highly visible role and it will be expected that the incumbent will work with and gain support on all initiatives through interaction with the Directors and Leadership teams

Key Challenges:

- Marketing a broad range of programs to diverse geographies with different dynamics in a highly complex and competitive environment
- Balancing marketing with fund raising application targets & expectations
- Prioritization and allocation of limited resources behind initiatives to support a broad matrix of functions within the organisation

Key Attributes for Success:

- Commitment to excellence in a results-oriented environment
- Strong interpersonal skills/ability to engage a broad audience
- Strong analytical skills
- Ability to set and deliver challenging targets
- Self-motivated and highly flexible
- Excellent team working and networking skills

* Any number of days acceptable.