

# Gloucestershire Credit Union Business Manager

Job Title:	Gloucestershire Credit Union Business Manager
Salary:	£25,000 per annum pro rata
Hours:	To be agreed
Annual Leave:	25 Days
Contract:	This is a 6 month contract.
Location:	City Works, Alfred Street, Gloucester GL1 4DF
Responsible to:	Executive Director of Co-operative Futures
Responsible for:	The development and delivery of the emerging Gloucestershire Credit Union.

## **Job Description**

To work with the emerging Gloucestershire credit union to:

Establish county wide credit union coverage and increase savers and borrowers by:

- provide leadership, support, specialist business advice and training
- the development of feasibility studies, business plans and funding applications
- expand and improve the operations of the credit union, develop and implement systems
- ownership and implementation of the business plan
- identify further opportunities for potential future development
- keep informed of consultation and changes in legislation and regulations
- produce publicity, marketing materials and information packs to promote the work of the credit union

To increase the capacity and coverage of the new credit union by working in partnership with statutory and voluntary partners across Gloucestershire.

To report and implement the decisions of the emerging countywide credit union steering group

To be responsible for the day-to-day management of the credit union development project.

To report to the Director on a regular basis and provide the necessary reports as required.

To participate in wider forums and debates on credit unions at a regional and national level.

To carry out research, write reports and develop new initiatives and funding bids to ensure the future development of the project.

To support fellow team members of Co-operative Futures and to be the credit union specialist for the agency

To undertake any other reasonable piece of work as may be directed to you from time to time

## **Person Specification**

### **Essential**

Business development knowledge/experience.

Financial planning and management

Marketing

Demonstrable partnership working and networking skills

Self-starter, willing to work in a flexible manner and experience of managing own workload and prioritising

Driving licence and access to a vehicle (travel is essential within this post)

Good communication and IT skills.

Proven experience of developing projects from original ideas to implementation.

Commitment to and understanding of equal opportunities.

### **Desirable**

Understanding of the social enterprise sector

Understanding appropriate legal frameworks.

Committed to co-operative and social enterprise approaches.

Knowledge of credit unions and/or social enterprises

Awareness of other providers of support and advice.

DTP and Powerpoint applications

Experience of training delivery

Knowledge of equal opportunities practice