

**PROPOSAL FOR A PART-TIME DEVELOPMENT MANAGER**

**Context of role**

Oxfordshire Credit Union have over recent years pared down their costs in order to ensure financial stability for the long term. Real progress has been made and financial prospects are better than they have been for some years. However this has been achieved by subcontracting the administrative function and we no longer employ anyone directly, in Oxford or beyond.

We now feel the need promote ourselves much more extensively and this will be done most effectively by a dedicated employed development manager working ‘on the ground’ one or two days a week to promote OCU to our community. Since our income is small and we are being encouraged from all sides to budget for a dividend this year, we need funding to enable this post to be created for a fixed term. In due course a successful candidate would ideally become self-sustaining.

In making this proposal we are conscious that neighbouring credit unions are already doing this valuable work. **Swan Credit Union** (covering Thame and Didcot), for example, have a funded ‘Expansion and Development Officer’ working 2 or 3 days a week; **Cherwell Community Bank** have recently appointed a Development Manager on a fixed one-year contract for two days a week, funded as part of Cherwell District Council’s debt and homeless prevention strategy. As things stand, Oxford is now missing out.

**Role purpose**

1. To increase the number of inhabitants of Oxford who are saving regularly and accessing affordable loans.
2. To increase the number of residents who are currently unbanked to become financially included such that they build up a positive financial track record.
3. To actively pursue more local employers who could provide significant employee benefits by promoting OCU and providing payroll deduction.
4. To work with housing associations and the Council’s housing department to increase awareness and access to OCU services.
5. To network with Trading Standards Illegal Money Lending Team, Children’s Centres, Prisons, Young Offenders, etc to educate, warn and inform, and to raise awareness of the alternatives to predatory commercial lending or loan sharks.
6. To increase awareness of OCU amongst socially responsible residents who may wish to support OCU through their own saving or ethical investing or through volunteering.
7. To build up a volunteer network who can be called on to offer help and advice, or even to man regular service access points where members or potential members can come in person.
8. To increase awareness of the possibility of ethical saving and affordable loans in the run-up to big festivals such as Christmas and Diwali (October 30th 2016).

**Hours and salary**

Depending on funding, up to two days a week, on a salary up to £8,000 - £10,000 pa.

June 2016