

JOB DESCRIPTION

Job title:	Community Development Co-ordinator/Community Connector
Service:	Charteris Centre Community Development.
Salary:	Grade 2, Point 16 –19
Hours:	21.5 hours per week (part-time)
Location:	Woodfield Park Community Centre - Welland
Responsible to:	Service Manager

Summary of job:

To work to core Asset Based Community Development principles with community empowerment central to all work; - Enhancing the capacity and contribution of the local community and supporting them to play an active role in their community - stimulating interest in and awareness of local community issues and encouraging resident involvement in decision making - Promoting integration and cohesion within and between communities.

The role will include proactive and reactive work, utilising key skills in partnership working, consultation and engagement, networking, and capacity building - supporting local organisations and residents to identify issues, needs and solutions to improve their community.

Working under the direction of the Service Manager to establish contact and positive relationships with individuals and groups from all sections within the local community through informal and formal meetings, through outreach work and engagement to discuss local issues, needs and demands.

Key tasks and responsibilities:

- To establish a network of contacts with key workers in the community from the public, private, community and voluntary sectors.
- To assist in the promotion of Asset Based Community Development initiatives and associated community-based projects to ensure that all sections of the community are aware of all available resources and opportunities.
- To support the community to arrange and promote events and activities which enhance local community identity and cohesion.
- To work with the local community to support and encourage their involvement in local needs led service development including establishment of relationships and mechanisms that support effective consultation and engagement with the local community to support meaningful involvement in decision making processes for the development of services.
- To recruit, manage and retain volunteers to a variety of roles, to provide ongoing support, co-ordination, and future development opportunities for all volunteers and to track volunteer development and progress.
- To provide support to groups regarding organising and facilitating meetings, AGMs etc. as and when necessary.

- Work in partnership with the Service Manager and other colleagues to ensure a well-coordinated delivery plan and shared vision.
- Respond appropriately to any safeguarding concerns, demonstrating an understanding of, and complying at all times with Family Action's procedures for promoting and safeguarding the welfare of children and vulnerable adults.
- Support the Service Manager in planning, monitoring, and reviewing the development of the service in line with identified priorities, targets and outcomes. Contribute to monitoring reports as directed by the Service Manager. Implement revisions to service delivery as required.
- Attend and actively participate in team meetings and other meetings as required by the Service Manager.
- Actively take part in Family Action's formal appraisal and supervision processes and be responsive to critical challenge, advice, feedback and direction as part of a process of continuous improvement. Take responsibility for your own professional development, identifying and attending training which will support growth in the role.
- Contribute to the growth and development of the organisation appropriate to your role, by gaining a working knowledge of Family Action's portfolio of services and being an ambassador for the work.
- Be able to evidence Family Action's values at all times, which underpin Family Action's mission of 'building stronger families' by:
 - Being **people** focused.
 - Reflecting a '**can do**' approach.
 - Striving for **excellence** in everything we do.
 - Having **mutual respect** for everyone we work with, work for and support through our services.
- Implement Family Action's Equality & Diversity Policy and Ethical Policy in every aspect of your work and positively promote the principles of these policies amongst colleagues, service users and other members of the community.
- Comply with Family Action's Health and Safety Policy, Data Protection Policy and to protect your own and others' health, safety and welfare.
- Work flexibly as may be required by the needs of the service and carry out any other reasonable duties as required.

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Person Specification

1. Educated to level 3 or above with a recognised professional qualification in community engagement/development work, health, education or equivalent experience within these fields.
2. Experience of recruiting, managing, and retaining volunteers.
3. An understanding of how social exclusion, deprivation and marginalisation impacts upon communities, families, and individuals.
4. The ability to produce good quality written reports and materials.
5. Strong interpersonal skills: the ability to establish productive relationships with elected members, external organisations, and local residents.
6. The ability to work on own initiative or as part of a team and to give leadership and direction to others.
7. The ability to find solutions to complex and sensitive issues.
8. The ability to work under pressure and to tight deadlines.
9. Highly motivated with the ability to demonstrate energy and vision to inspire others.
10. Experience of establishing and supporting the development of volunteer led committees/ steering groups.
11. Demonstrate the desire to make a positive contribution to improving the quality of life for people in deprived communities.
12. Understand the importance and principles of community involvement, participation and co-production.
13. A good understanding of safeguarding issues and a commitment to Family Action's procedures for promoting and safeguarding the welfare of children and vulnerable adults.



14. An understanding and commitment to the importance of engaging in your own supervision and the benefits of reflective practice.
15. A commitment to Family Action's Equality & Diversity Policy and Ethical Policy in every aspect of your work and positively promote the principles of these policies amongst colleagues, service users and other members of the community.
16. Excellent organisational skills, as well as excellent IT skills, including experience of case management information systems.
17. Ability to work outside of regular business hours and to be flexible to meet the needs of the service.
18. Ability to evidence Family Action's values at all times, which underpin Family Action's mission of 'building stronger families' by:
 - a) Being **people** focused
 - b) Reflecting a '**can do**' approach
 - c) Striving for **excellence** in everything we do
 - d) Having **mutual respect** for everyone we work with, work for and support through our services