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| **JOB DESCRIPTION** | |
| **POST TITLE:** | Community Co-ordinator |
| **RESPONSIBLE TO:** | Sustainable Communities Manager |
| **RESPONSIBLE FOR:** | Volunteers |
| **GRADE/SALARY:** | 30 hours per week  £20,235 - £23,398 pro rata, subject to experience |

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| **Aims and Objectives** | Southern Brooks has been established for over 25 years. Our approach to working in communities is to build “Strong communities powered by people”. We do this by building on the skills, interest, knowledge and experience that people have, bringing people together to discuss the issues that are important to them, creating relationships and partnerships based on trust and respect, going on a journey with people so they feel excited by change and able to influence decision making and creating opportunities for people from different cultures, age groups and experiences to work with them over the issues that matter to them.  This is an exciting time as we begin a new three-year funding agreement with South Gloucestershire Council. The areas we work in are designated as “priority neighbourhoods” appearing in the top 20% Indices of Deprivation. These communities are generally a good place for most people to live. Your aim will be to make sure that everyone shares that experience, finding ways to involve people in the issues that affect them. In each area there will be a neighbourhood steering group, which will support and direct the work.  This post is also funded by Patchway Town Council. There are several new communities, such as Charlton Hayes, and more are planned to be built in the next few years on the former Filton airfield. We want to make sure that communities are integrated and that people feel that they belong in Patchway. We will continue to work to develop the Patchway Vision, a new and thriving town centre for Patchway.    The focus of the work will be to improve outcomes for people in the area, and to encourage people to take responsibility for the changes they want to see, in their own lives and in that of the community. Our goal is to increase individual wellbeing, strengthening communities and decreasing the need for public intervention.  This role will provide community leadership working in partnership with local groups, helping attract inward investment and building relationships within and across the community that provide better support and more opportunities for people. You will continue to develop Brooks Café at Coniston and the Southern Brooks office as a community hub at Coniston Community Centre. The hub will become the “go to” place for information, support and volunteering opportunities. To make this a success, we need to engage with residents, agencies and partners so that people feel they can influence decision making and that their voice is important.    Working with community development values and practices, you will be working with people to build confidence, tackle issues of poor health, low aspirations, unemployment and digital exclusion. |
| **Tasks and Duties** | * Develop a volunteer led community hub with a range of stakeholders and partners * Take a lead role in developing Priority Neighbourhood action plans * Co-ordinate or participate in multi-agency meetings * Take a person centred approach to encourage local people to Identify the issues that are important to them through one to one work, interviews, events and meetings * Lead community events in partnership with community groups * Work with learning providers (Southern Brooks, Community Learning Service and others) to provide courses and learning opportunities * Identify, recruit and support volunteers to develop new initiatives and sustain existing provision * Produce regular articles for newsletters * Lead on short term initiatives across the area, as agreed with colleagues * Advise and assist local groups in identifying and developing initiatives that encourage partnerships and sustainability, using self-help principles (i.e. consultation, information sharing and support to specific groups) * Actively encourage people to respond to local consultation on issues that affect them and to promote community meetings such as the Community Engagement Forums * Liaise and work in co-operation with voluntary and statutory agencies working in the area, including Patchway Town Council and South Gloucestershire Council Community Services team * Work closely within Southern Brooks team to inform the development of training and volunteering opportunities * Produce regular reports * Carry out any such duties as may reasonably be required in relation to a post of this nature |
| **General Accountabilities** | So far as reasonably practicable, the post holder must ensure that safe working practices are adopted by employees and in premises/work areas for which the post holder is responsible, to maintain a safe working environment for employees and service users.    Work in compliance with the organisations policies and procedures and its commitment to equal opportunities.  Ensure that output and the quality of work are of the highest standard and complies with current legislation. |
| **Special notes and conditions** | * All staff will be expected to work across the Southern Brooks team for special events as and when requested. * The nature of the duties of this post will require you to travel on business on a regular basis, so you must either have a current driving licence and provide a car, or have access to appropriate means of travel. * If you use your vehicle on authorised Southern Brooks business, you will receive a mileage payment. The allowance is provided on the condition that your own insurance covers you for business use and indemnifies Southern Brooks against claims (including those concerning passengers) arising out of the use of the vehicle on official business. * Southern Brooks is committed to safeguarding and promoting the safety and welfare of children, young people and vulnerable adults. * This post is subject to a Data Barring Service (DBS) and is exempt from the Rehabilitation of Offenders Act. All offences will be considered. * In return for your commitment and dedication to Southern Brooks we provide regular training opportunities, active supervision, an individual development plan, together with working in a fully supportive team. |
| **DATA PROTECTION ACT 1984** | All employees are under a legal obligation not to use or disclose any personal information that comes into their possession in the course of their duties in any unauthorised manner. Duties and obligations under the Act that relate to this particular post will be explained to the post holder upon appointment |

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| **PERSON SPECIFICATION** | | | |
| **Post:** | | **Community Co-ordinator** | |
| **Selection Criteria**  To enable us to shortlist in a fair and unbiased way it is vital that you provide us with sufficient information to demonstrate how you meet or exceed the criteria outlined in the vacancy description. Please include this information in the knowledge, skills and experience section of the application form. | | | |
| **Competencies** | **Essential unless stated** | | **Method of assessing** |
| **Education & qualifications** | * Qualification in Community Development or similar | | Application form  and interview  for all  competencies |
| **Experience** | * Experience of multi-agency working * Experience of co-ordinating meetings * Significant experience of work (in a paid or voluntary capacity) in the community * Experience of working with volunteers including understanding how to motivate and retain volunteers * Knowledge and experience of fundraising | |
| **Job Related Skills** | * An understanding of community development practices and principles * Ability to work on own initiative and prioritise workload * Knowledge of the issues and opportunities facing local communities * Excellent communication skills in writing, telephone and face-to-face contact with the ability to communicate effectively with the public, staff from a wide range of agencies and community groups, officers of the Council and local Councillors | |
| **Personal Skills & values** | * Ability to make good relationships with people * Ability to work as part of a team * Good IT Skills * An understanding and commitment to equalities * A practical approach to problem solving | |
| **Working conditions** | * Driving Licence and access to transport essential | |