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| **JOB DESCRIPTION** | |
| **POST TITLE:** | Community Development Co-ordinator, for Kingswood and surrounding area |
| **RESPONSIBLE TO:** | **Community Volunteer Coordinator** |
| **RESPONSIBLE FOR:** | Volunteers |
| **GRADE/SALARY:** | 21 hours per week permanent subject to funding |

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| **Aims and Objectives** | 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.  The primary purposes of this role are to:   * Manage the Volunteer Centre Kingswood * Coordinate the work of health champions in south South Gloucestershire (including areas such as Kingswood, Cadbury Heath and Staple Hill). * Collate distributing information about the local area to ensure residents and partners are well-informed * Be a key member of the community hub that provides advice, information, access to services and support   We have a mission of “Strong Communities Powered by People”. We know that successful communities have people who are excited by change, learning and working together, able to influence decision making, have the skills and confidence to be involved in their communities, able to make health choices as well as building and sustaining good relationships.  Using both the Southern Brooks Community Partnerships values and community development values and practices, you will work with people to build confidence, tackle issues of poor health, help children and young people to make the steps to achieve their potential, help people back into employment and support with personal finance to live in a safer and stronger community. |
| **Tasks and Duties** | * Work with local partners to ensure good practice in volunteering and that coordinated services are provided for local residents * Recruit, train and supervise volunteers for the Community Hub, including Volunteer Centre and Health Champions programme * Lead a limited number of key community events in conjunction with local partners, including a volunteer forum, and actively support volunteer health champions at events * Liaise with external partners, including Public Health England, to stay up-to-date with current developments and identify opportunities to share key public health messages * Identify the issues that are important to local people and agencies through one to one work, interviews, events, meetings and existing data * Attend events to deliver messages and provide signposting to local services * Be the point of contact for enquiries to the community hub and support it’s development * Manage relevant website pages, database and create content for social media, local newsletters and other relevant promotional channels * Produce regular reports for key projects * To 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 Development Co-ordinator, for Kingswood and surrounding area | |
| **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 (desirable) * Experience of co-ordinating meetings (desirable) * 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 written, telephone and face-to-face contact with the ability to communicate effectively with the general public, staff from a wide range of 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 * Available to work weekends for key events as required | |