

Job title	Community Development Coordinator - Patchway	Department	Sustainable Communities
Position reports	Community Development Manager	Position is responsible for	Volunteers
Location: Patchway area, Patchway office with some home working			
Main purpose of job: To work with local residents, agencies and partners to bring people together through activities and events to ensure Patchway is a great place to live.			
<p>Position in Organisational Structure</p> <pre> graph TD CEO[CEO] --> CDM[Community Development Manager] CDM --> CDC[Community Development Coordinator] </pre>			
Length of contract:		Salary: £25,214.38 per annum pro rata £13.07 per hour 18 hours per week	

Main duties

- Provide community leadership working in partnership with local groups
- Raise funding to support community development
- Building relationships within and across the community
- Be a persistent and reliable conduit for introductions and linking people with others, groups, and activities.
- Coordinate multi-agency community development in Patchway
- Engage and involve people, agencies, and partners so that people feel they can influence decision making and that their voice is important.
- Be a community “go to” person for information, support, and volunteering opportunities.
- Advocate volunteering by sharing best practice and supporting people to access local opportunities.
- Promote opportunities for social action

Last updated: Mar 2025

Date of next review: Apr 2026