Job title	Community Development Coordinator - Yate	Department	Community Development
Position reports	Community Development Manager	Position is responsible for	Volunteers

Location: Yate 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 Yate is a great place to live.

Position in Organisational Structure

CEO
|
Community Development Manager
|
Community Development Coordinator

Length of contract: 8 months maternity cover	Salary: 18 hours per week £13.85 per hour FTE £26,719.14 Pro Rata £12,998.50

Main duties

- Provide community leadership, working in partnership with local groups
- Raise funding to support community development
- Building relationships within and across the community
- Coordinate multi-agency community development in Yate
- Engage people, agencies, and partners so that people feel they can influence decision making and champion the community voice.
- 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.
- Support and empower residents to project manage events, activities and sessions in the community

Last updated: Jun 2025

Date of next review: Apr 2026