

Job title	Community Development Coordinator – Little Stoke	Department	Community Development
Position reports	Head of Community	Position is responsible for	Volunteers
Location: Little Stoke 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 Little Stoke is a great place to live.			
<p style="text-align: center;">Position in Organisational Structure</p> <pre> graph TD CEO[CEO] --> HC[Head of Community] HC --> CDC[Community Development Coordinator] </pre>			
Length of contract: 1 year		Salary: 12 hours per week £13.85 per hour FTE £26,719.14 Pro Rata £8,665.66	

Main duties
<ul style="list-style-type: none"> • 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 Little Stoke. • 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: Dec 2025

Date of next review: Apr 2026