

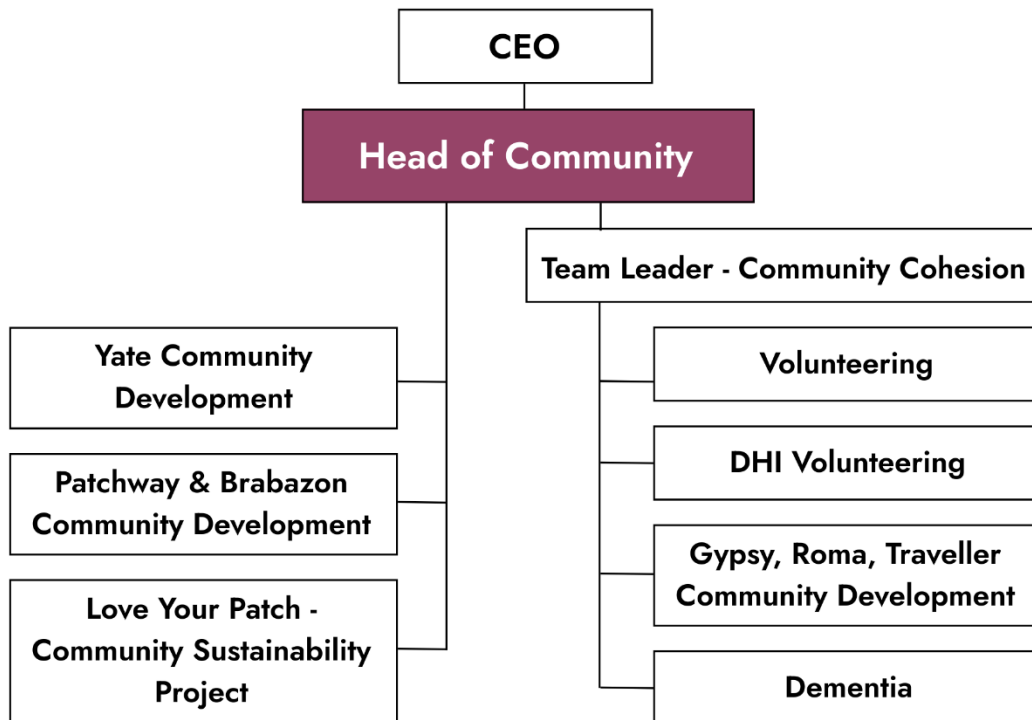
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|-------------------------|-------------------|------------------------------------|-------------------------------------------------------------------------|
| Job title | Head of Community | Department | Community (community, cohesion, sustainability and resilience) |
| Position reports | CEO | Position is responsible for | Team Leader Community Development workers – Brabazon/ Patchway/ Yate |

Location: Office base Coniston Community Centre Patchway but required to travel across SG including to Kingswood office and Yate hub on occasion. Occasional home working permitted.

Main purpose of job: Head of Community will have strategic lead for key elements of our strategy, including championing Asset-Based Community Development across South Gloucestershire and supporting a Fairer South Gloucestershire and will be part of the senior leadership team responsible for creating a safe sustainable caring well run organisation; additionally you will manage the community team with support from the team leader, supporting and coaching the team to deliver on the strategy.

You will have clear understanding and practice in Asset-Based Community Development (ABCD) and lead both strategic development and practical application of our community development offer for existing and new opportunities, and work with the team leader on how community cohesion and tackling inequality is part of everything we do. You will develop strong partnerships and relationships across South Gloucestershire in furtherance of this mission, be responsible for income generation and part of the senior leadership responsible for governance and good practice in the organisation.

Position in organisation:



Length of contract: Permanent, part time

Salary: £34,281 FTE
18 hours (must include Wednesday)
£17.77ph, actual salary £16,678 pa

| Main duties |
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| <ul style="list-style-type: none"> • To lead Southern Brooks strategy in community development, sustainability, resilience and cohesion. • To develop new areas of work that meet our strategic goals on Championing ABCD in South Gloucestershire and Creating a Fairer South Gloucestershire. • To lead on income generation in relation to the above work creating new opportunities and diversifying our income. • To develop strong partnerships across South Gloucestershire to deliver this work. • To deliver on existing contracts within this team (Dementia, DHI volunteering, Volunteering and Priority Neighbourhood work). • To develop a high performing team in this area and work with the Extended Leadership Team to develop a safe, sustainable, caring, well run organisation. |
| Specific responsibilities |
| <ol style="list-style-type: none"> 1. Service and business development <ul style="list-style-type: none"> - Develop a new ABCD service across South Gloucestershire, led by Southern Brooks working collaboratively with key partners. - Work with the CEO to identify and new business opportunities and lead on income generation for Community, Cohesion, sustainability and resilience areas of work. - Lead a continuous professional development approach in ABCD, cohesion, sustainability and resilience across Southern Brooks, seeking out new learning and good practice to inform Southern Brooks practice development. 2. Employee and programme management <ul style="list-style-type: none"> - Manage the team to both deliver on contracts, including monitoring and reporting and practice development. - Manage individuals from recruitment, induction, supervision, development and performance management. - Support good practice and compliance across Southern Brooks particularly in GDPR, risk, safeguarding, performance management, impact measurement and reporting and wellbeing. - Use both qualitative and quantitative information, and story telling to find out what we do well, how we can improve and share our successes. 3. Partnerships and stakeholder relationships <ul style="list-style-type: none"> - Develop partnerships with key stakeholders such as community organisations, South Gloucestershire council and housing associations to support the work of Southern Brooks and strong SG communities. 4. Leadership and governance <ul style="list-style-type: none"> - A senior leader in the organisation, reporting to CEO and Board of Trustees, deputising for CEO as required in areas of Community, cohesion and climate action. - Part of SLT, overseeing and reviewing or creating policies and processes that are legally compliant, good practice and fit for purpose, setting annual budgets, managing income quarterly reports from direct reports and reporting to the Board of Trustees. |

Last updated: December 2025

Date of next review: December 2026