

JOB DESCRIPTION AND PERSONNEL SPECIFICATION

JOB TITLE: Community Development Officer

REPORTS TO: Chief Executive Officer

SALARY: £14.00 per hour

OVERALL PURPOSE OF THE JOB

As a community development worker, you'll work with individuals, families or whole communities, to build their capacity by empowering them to:

- identify their assets, needs, opportunities, rights and responsibilities
- plan what they want to achieve and take appropriate action
- develop activities and services to generate aspiration and confidence.

You'll do this by acting as a link between communities and a range of other local authority, public sector and voluntary sector providers.

The role involves addressing inequality and the projects you work on will often be in communities perceived to be culturally, economically or geographically disadvantaged.

MAIN AREAS OF RESPONSIBILITY

- work on projects tackling specific issues (e.g. housing, mental health, health inequalities, poverty, social isolation) - with groups such as the older people, the long-term unemployed, families with young children or ethnic minorities.
- seek to actively engage communities in making sense of the issues which affect their lives
- set goals for improvement and respond to problems and needs through empowerment and active participation
- identifying community skills, assets, issues and needs
- ensuring that local people have their say
- developing new resources and community-based activities in dialogue with the community and evaluating existing programmes
- building links with other groups and agencies
- helping to raise public awareness on issues relevant to the community and preparing reports and policies
- raising and managing funds
- developing and implementing strategies and liaising with interested groups and individuals to set up new services
- mediating in matters of conflict
- recruiting and training of paid and voluntary staff planning,
- attending and coordinating meetings and events
- overseeing the management of a limited budget
- encouraging participation in activities
- challenging inappropriate behaviour
- updating social media and online platforms relative to the projects managed.
- General administrative duties.

- Support the development of outcomes-based evaluation systems addressing measures to ensure sustainability and demonstrate impact ensuring key milestones are met, that this project is delivered on time and within budget
- Assist in the monitoring of funding and financial reporting relating to projects

GENERAL DUTIES

- To work at all times within the policies and procedures of North Smethwick Development Trust
- To promote the services offered by North Smethwick Development Trust
- To attend and actively participate in team meetings and other events
- To work outside of normal office hours on evenings and weekends as required
- To undertake any other duties that may be reasonably required to fulfil the duties of this post.

PERSON SPECIFICATION

REQUIREMENT	ESSENTIAL	DESIRABLE
Experience	<ul style="list-style-type: none"> • Experience of project planning/project management • Experience of volunteer management • Experience of working in the voluntary sector and working in partnership with organisations to achieve shared goals 	<ul style="list-style-type: none"> • Experience of developing/delivering training
Skills	<ul style="list-style-type: none"> • Time management skills • High standard of computer literacy • Marketing skills • Excellent project management skills • Excellent communication, interpersonal and facilitation skills 	<ul style="list-style-type: none"> • Experience in designing social media recruitment for volunteering
Knowledge and understanding	<ul style="list-style-type: none"> • Working knowledge of community development practices and/or relevant recognised qualification • Ability to translate knowledge and understanding of equal opportunity issues into your work and promoting diversity and equality in all areas of work 	
Personal attributes	<ul style="list-style-type: none"> • Positive and enthusiastic • Highly organised and able to prioritise and juggle competing demands • Possess cultural awareness and sensitivity • Flexible and open minded • Demonstrate sound work ethics • Creative thinker and solutions focused • Uses initiative • Works effectively as part of a team. 	<ul style="list-style-type: none"> • Car owner

	<ul style="list-style-type: none"> • Ability to identify and engage with key stakeholders across a variety of levels and audiences relaying complex information as necessary • Effective communication and interpersonal skills 	
--	---	--

Additional information

- A confident communicator, you'll be comfortable sharing information in a variety of ways, engaging a variety of audiences to encourage volunteering as well as working with staff to attract volunteers.
- Due to the nature of the post, outreach work may be required to staff and volunteers at other Sandwell based organisations.
- The post holder will be subject to a DBS check.
- The post is primarily based at Brasshouse in north Smethwick.