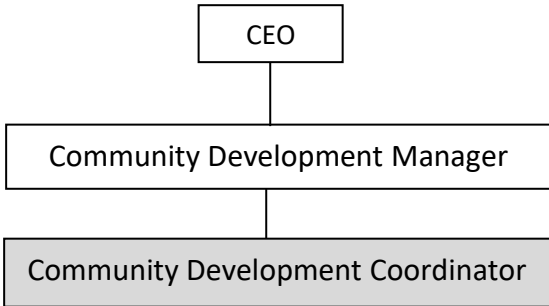


<b>Job title</b>	Community Development Coordinator - Patchway	<b>Department</b>	Sustainable Communities
<b>Position reports</b>	Community Development Manager	<b>Position is responsible for</b>	Volunteers
<b>Location:</b> Patchway area, Patchway Office with some home working			
<b>Main purpose of job:</b> 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.			
<b>Position in Organisational Structure</b>			
 <pre> graph TD     CEO[CEO] --- CDM[Community Development Manager]     CDM --- CDC[Community Development Coordinator] </pre>			
<b>Length of contract:</b> fixed term to March 2028 with break in March 2025		<b>Salary:</b> £23 304 per annum pro rata 22 hours per week	

<b>Main duties</b>
<ul style="list-style-type: none"> <li>• Provide community leadership working in partnership with local groups</li> <li>• Raise funding to support community development</li> <li>• Building relationships within and across the community</li> <li>• Be a persistent and reliable conduit for introductions and linking people with others, groups, and activities.</li> <li>• Coordinate multi-agency community development in Patchway</li> <li>• Engage and involve people, agencies, and partners so that people feel they can influence decision making and that their voice is important.</li> <li>• Be a community “go to” person for information, support, and volunteering opportunities.</li> <li>• Advocate volunteering by sharing best practice and supporting people to access local opportunities.</li> <li>• Promote opportunities for social action</li> </ul>

**Last updated:** November 2022

**Date of next review:** November 2023