

JOB DESCRIPTION

POST TITLE:	Community Co-ordinator in Patchway hub
RESPONSIBLE TO:	Volunteer Manager
RESPONSIBLE FOR:	Volunteers
GRADE/SALARY:	30 hours per week £20,235 - £23,398 pro rata, subject to experience

Aims and Objectives	<p>About Southern Brooks Community Partnerships</p> <p>Southern Brooks Community Partnerships (SBCP) has been established for over 30 years. Our approach to working in communities is to build “Strong communities powered by people”. This work relies on creating opportunities to meet and listen to people so we can build positive relationships based on trust and respect. We take the lead in arranging opportunities to bring people together to discuss the issues that are important to them. Then we build on the skills, interest, knowledge and experience that people already have, to support them to make positive changes to their lives. We go on a journey with people, so they feel excited rather than daunted by change and feel able to influence decision making on an individual and wider community level.</p> <p>The focus of the work will be to improve outcomes for people in the area, and to encourage people to take responsibility for the changes they want to see, their own lives and in that of the community. Our goal is to increase individual wellbeing, strengthening communities and decreasing the need for statutory organisations intervention.</p> <p>Local Hub Context</p> <p>We deliver our community development work through projects in 4 locality hubs; Patchway, Kingswood, Cranleigh Court in Yate and Abbotswood in Yate. These hubs provide a cohesive offer of services and activities in that area and support collaboration between Southern Brooks colleagues and external partners.</p> <p>We are currently in the second year of a three-year funding agreement with South Gloucestershire Council. The areas we work in are designated as “Priority Neighbourhoods” appearing in the top 20% Indices of Deprivation. These communities are generally a good place for most people to live. Your aim will be to make sure that everyone shares that experience, supporting people to identify and get involved with addressing the issues that affect them. There is a</p>
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	<p>Patchway neighbourhood steering group, which will support and direct the work.</p> <p>Primary Purpose of this Role</p> <p>This role will provide community leadership working in partnership with local groups, helping attract inward investment and building relationships within and across the community that provide better support and more opportunities for people. You will:</p> <ul style="list-style-type: none"> • Actively seek connections and build relationships between people and groups both internally and externally of SBCP. Be a persistent and reliable conduit for introductions and linking people with others, groups and activities. • Listen to what people in the local community are saying to build a picture of people’s lives in the area. Act on this knowledge by sharing information with colleagues in your hub to develop action plans to address these needs. • Engage and involve; people, agencies and partners, so that local people feel they can influence decision making and that their voice is important. • Lead the community hub in Patchway so it becomes the “go to” place for information, support and volunteering opportunities. <p>Working with community development values and practices, you will be working with people to build confidence, tackle issues of poor health, low aspirations, unemployment and digital exclusion.</p>
<p>Tasks and Duties</p>	<p>Individual Relationships</p> <ul style="list-style-type: none"> • Take a person-centred approach to encourage local people to identify the issues that are important to them through one to one work, interviews, events and meetings. • Initiate listening and engagement opportunities for people, including facilitating opportunities to build bridges between different communities, share stories and create groups of people with shared interested and concerns. • Actively motivate people to respond to local consultation on issues that affect them and promote community meetings such as the Community Engagement Forums. • Identify, recruit and support volunteers to develop new initiatives and support the develop of the Patchway hub.

Community Partnerships

- Visit groups, clubs and activities in the area to understand what they're doing well and build relationships with them.
- Update and add to a community profile of local groups, activities and services.
- Advise and assist local groups in identifying and developing initiatives that encourage partnerships and sustainability, using self-help principles (i.e. consultation, information sharing, coaching conversations)
- Develop new projects, for example activities and groups, in response to the assets and needs of the community
- Run community events in partnership with community groups and /or individuals, to promote good health and wellbeing in the community using the Patchway Hub and Brooks Cafe, in line with the diversity calendar.
- Apply for funding to run events and projects as mentioned above.
- Create a welcoming and inclusive environment for community members from a diverse range of backgrounds

Professional Partnerships

- Visit, liaise and work in co-operation with schools, South Glos Council and other identified statutory and voluntary partners to better understand their work, promote SBCP projects, identify opportunities to collaborate and connect them to other partners.
- Take a lead role in developing and delivering Priority Neighbourhood action plans
- Co-ordinate and/or participate in multi-agency meetings
- Work with learning providers to provide courses and learning opportunities for people in response to consultation about what is needed.
- Visit, understand and support Southern Brooks projects to develop better relationships with colleagues, volunteers and keep an up to date knowledge of the work in the hub.
- Work with other members of the Southern Brooks team and partners to make sure people who come to the hub know about and can access other activities and services run by us and partners.
- Take the lead within the Southern Brooks Patchway hub team to seek opportunities to work collaboratively across projects, identify gaps in community representation, needs in the community and work with colleagues to address these.

Advocating Community Development

- Collect and share stories and information in regular articles and reports to illustrate positive changes in local people's lives. Distribute these through the SBCP website, newsletters, social media and press releases.

	<ul style="list-style-type: none"> • Maintain and contribute to facebook groups and pages to share and gather information about event, training, projects and opportunities for jobs/volunteering. • Record information about your work on database. Use this to produce regular reports for funders and demonstrate the impact of your work. • Carry out any such duties as may reasonably be required in relation to a post of this nature
<p>General Accountabilities</p>	<p>So far as reasonably practicable, the post holder must ensure that safe working practices are adopted by employees and in premises/work areas for which the post holder is responsible, to maintain a safe working environment for employees and service users.</p> <p>Work in compliance with the organisations policies and procedures and its commitment to equal opportunities.</p> <p>Ensure that output and the quality of work are of the highest standard and complies with current legislation.</p>
<p>Special notes and conditions</p>	<ul style="list-style-type: none"> • All staff will be expected to work across the Southern Brooks team for special events as and when requested. • The nature of the duties of this post will require you to travel on business on a regular basis, so you must either have a current driving licence and provide a car, or have access to appropriate means of travel. • If you use your vehicle on authorised Southern Brooks business, you will receive a mileage payment. The allowance is provided on the condition that your own insurance covers you for business use and indemnifies Southern Brooks against claims (including those concerning passengers) arising out of the use of the vehicle on official business. • Southern Brooks is committed to safeguarding and promoting the safety and welfare of children, young people and vulnerable adults. • This post is subject to a Data Barring Service (DBS) and is exempt from the Rehabilitation of Offenders Act. All offences will be considered. • In return for your commitment and dedication to Southern Brooks we provide regular training opportunities, active supervision, an individual development plan, together with working in a fully supportive team.
<p>DATA PROTECTION ACT 1984</p>	<p>All employees are under a legal obligation not to use or disclose any personal information that comes into their possession in the course of their duties in any unauthorised manner. Duties and obligations under the Act that relate to this particular post will be explained to the post holder upon appointment</p>

PERSON SPECIFICATION

Post: Patchway Community Co-ordinator

Selection Criteria

To enable us to shortlist in a fair and unbiased way it is vital that you provide us with enough information to demonstrate how you meet or exceed the criteria outlined in the vacancy description. Please include this information in the knowledge, skills and experience section of the application form.

Competencies	Essential unless stated	Method of assessing
Education & qualifications	<ul style="list-style-type: none"> • GCSE English and Maths Grade (A-C) 	Application form and interview for all competencies
Experience	<ul style="list-style-type: none"> <input type="checkbox"/> Experience of multi-agency working <input type="checkbox"/> Experience of co-ordinating meetings <input type="checkbox"/> Significant experience of work (in a paid or voluntary capacity) in the community <input type="checkbox"/> Experience of working with volunteers including understanding how to motivate and retain volunteers <input type="checkbox"/> Knowledge and experience of fundraising 	
Job Related Skills	<ul style="list-style-type: none"> <input type="checkbox"/> An understanding of community development practices and principles <input type="checkbox"/> Ability to work on own initiative and prioritise workload, meet deadlines. <input type="checkbox"/> Excellent communication skills to ask questions, listen and quickly build rapport. <input type="checkbox"/> To develop and manage relationships with the public, staff from a wide range of agencies and community groups, officers of the Council and local Councillors. <input type="checkbox"/> Good understanding of group development and facilitation skills involved in running events, chairing meetings, delivering workshops. <input type="checkbox"/> Experience of managing conflict 	
Personal Skills & values	<ul style="list-style-type: none"> <input type="checkbox"/> Confidence to initiate conversations and ask questions to people, with the intent to build positive relationships with them <input type="checkbox"/> Excellent listen skills <input type="checkbox"/> Able to see the best in people and identify their strengths <input type="checkbox"/> A patient but determined attitude towards the work <input type="checkbox"/> A strong commitment to equalities <input type="checkbox"/> A practical approach to problem solving 	

	<input type="checkbox"/> Good IT Skills confident to use database systems, Microsoft programmes, content management systems.	
Working conditions	<input type="checkbox"/> Driving Licence and access to transport essential	