

## JOB DESCRIPTION

\*CVs not accepted please download and complete an application pack.

<b>Post Title:</b>	<b>Community Cohesion Development Manager</b>
<b>Salary &amp; Hours:</b>	PT 14 hours per week, with an additional day for development work available in the first 3 months, £26,936.00 per annum pro rata.  Fixed term contract until March 2021
<b>Deadline for Applicants:</b>	Application Deadline: 9am Monday the 2 <sup>nd</sup> of September Interviews: Friday the 6 <sup>th</sup> September

### Job Purpose

This is an exciting opportunity to join an organisation which is building a local and national reputation as a leader in community cohesion. The role will be taking over at a time with numerous opportunities for developing new projects and funding streams, the available initial additional hours will be focussed on developing these opportunities with the hope that the role will grow and expand as our work does.

This role will work with Southern Brooks to support community cohesion in South Gloucestershire. You will lead a statutory and voluntary sector partnership focussed on community cohesion. This group aims to:

- Ensure that communities and agencies have the skills, knowledge, confidence and resilience to be able to challenge hatred, prejudice and discrimination
- Continue to have communities that welcome people, are friendly and where people feel safe and secure, with relationships based on trust and respect
- Continue to build strong connections and relationships within and between communities.
- Create opportunities for people from different cultures, age groups and experience to get together over the issues that matter to them
- Create a network of safe spaces where people can talk about the issues that affect them, understand their fears and understand their responsibilities in keeping communities safe

The primary purpose of this role is to be a strategic lead within the organisation developing our community cohesion work and supporting the community cohesion team while delivering work on the ground with local faith communities.

Southern Brooks is a Community Development charity. We work across South Gloucestershire but have focused work in 4 hub areas: Patchway, Kingswood, Yate (Cranleigh Court) and Yate (Abbotswood). This means we:

- Actively seek connections and reach out to build relationships between people and groups both internally and externally of SBCP, and be a persistent and reliable conduit for introductions and linking people with others, groups and activities.
- Listen to what people are saying and act by sharing information with community development workers in your hub and connecting them to the people.
- Proactively support and create opportunities, within the wider community beyond the scope of your immediate work, for example to establish new activities, groups, funded projects, to develop the hubs.

We have a mission of “Strong Communities Powered by People”. We know that successful communities have people who are excited by change, learning and working together, able to influence decision making and have the skills and confidence to be involved in their communities. To work effectively in this role, you will share our values. We are passionate about helping people to make a difference in their lives, families and neighbourhoods. We work in a flexible way which embraces equality and diversity; we find creative and innovative ways to encourage participation; through working and learning together we build skills and networks that create better communities. This role will help us to achieve this vision by ensuring that communities and inclusive, that people who are different build connections and that there is support in place to effectively deal with any community tensions when they arise.

<b>Tasks and Duties</b>	<ul style="list-style-type: none"> <li>- Deliver community cohesion work with faith communities in South Gloucestershire, including supporting an annual multi faith project, running a weekly drop-in for refugee and asylum seekers with a church in Kingswood and building links with further faith communities.</li> <li>- Lead the community cohesion steering group and represent the cohesion agenda at a strategic level.</li> <li>- Develop work with partners led by the actions in the community cohesion plan including finding and securing new funding streams, with a special focus on work with children and young people.</li> <li>- Manage and support other staff working in the community cohesion team.</li> <li>- Work on communications plans by creating positive content and developing communications lists.</li> </ul>
<b>GDPR</b>	All employees are under a legal obligation not to use or disclose any personal information that comes into their possession during their duties in any unauthorised manner. Duties and obligations that relate to this particular post will be explained to the post holder upon appointment
<b>Supervisory Responsibility</b>	Will supervise staff in the community cohesion team (currently 1 other member of staff but with lots of potential for the team to grow).
<b>Supervision Received</b>	Supervision will be received from a member of the Southern Brooks leadership team.
<b>General</b>	<p>The role can be based in our either of our three offices Patchway, Kingswood or Yate. Travel between these offices and to other venues in South Gloucestershire will be essential. Some evening or weekend work may also be required on an ad hoc basis to support Southern Brooks’ work.</p> <p>This post will be subject to an enhanced DBS check.</p>

## Person Specification

<b>Experience</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Experience of working in an area linked to community cohesion, especially experience of working with faith communities.</li> <li>• Experience of facilitating meetings and discussions.</li> <li>• Experience of organising and promoting events.</li> <li>• Experience in writing fundraising bids.</li> <li>• Experience of coordinating a project and managing a workload including managing budgets, reporting to funders and monitoring and evaluating progress.</li> <li>• Experience of working in partnership with other organisations and representing work at a strategic level.</li> <li>• An understanding and commitment to SBCP values and experience of working for a values-oriented organisation with a passion for celebrating diversity and challenging discrimination.</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Experience of managing staff, or demonstration of the skills and a desire to do so.</li> <li>• Experience of working with children and young people and schools, especially with a focus on diversity and inclusion.</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Ability to work with people from a wide range of backgrounds.</li> <li>• Ability to build good relationships with a range of people, from senior leaders in partners organisations to community members, quickly.</li> <li>• Ability to represent organisations and issues at a strategic level.</li> <li>• Self-motivated and ambitious with the ability to work on own initiative, prioritise workload and forge new partnerships and areas of work.</li> <li>• Clear communicator both in writing and face-to-face.</li> <li>• Able to see the best in people and communities to identify their strengths.</li> <li>• Access to a car and a valid driving license.</li> <li>• IT skills (competent in all basic Microsoft packages) and with experience of using a database system.</li> </ul>