

Job Description

<u>Post:</u>	Community Development Officer
<u>Responsible to:</u>	Operations Manager
<u>Salary:</u>	£26,776 (inc OLW) + 6% pension contribution (rising to £27,763) based on NJC Pt 28-29
<u>Hours:</u>	35 per week – full time
<u>Length of contract:</u>	2 years (then subject to continued funding)
<u>Probationary Period:</u>	6 months

Purpose of job

BVSC has been supporting community and voluntary organisations in Bexley for over 50 years through providing information, advice and training and championing the contributions of the sector to a variety of partners including the local council and CCG. BVSC runs the local Volunteer Centre supporting both people to get into volunteering and the organisations to involve them. Our vision is that there is a strong, sustainable and influential voluntary and community sector able to make a positive difference to people's lives in Bexley.

Peabody is leading the regeneration of Thamesmead in collaboration with key partners, including the London Borough of Bexley. The Socio-Economic Team are supporting Thamesmead's residents to make the most of the opportunities coming to the area and the post holder would support this work in supporting community groups.

The role of Community Development Officer is an important addition to our current offer of support to the sector. You will provide information, advice and guidance, mentoring and training to Bexley's voluntary and community groups, and in particular to support newly emerging a) faith-based BAME (Black, Asian and Minority Ethnic) and b) other groups, particularly in Thamesmead. You will assess the need for capacity-building support and deliver a range of support interventions, facilitate collaborative partnerships that will build stronger communities and find local solutions to shared challenges. You will develop community organisational capacity to support and advocate for communities – encouraging greater participation in civic life, but also helping authorities to address culturally sensitive issues.

This role is a social entrepreneurial role and requires the self-motivation and the drive to make ideas happen and turn concepts into realities.

Duties

1. The Community Development Officer will be accountable for her/his day-to-day work jointly to the Operations Manager at BVSC and the Community Regeneration Manager at Peabody (Thamesmead). As a member of the BVSC staff team, you will participate in the planning of, and share responsibility for, ensuring the implementation of policies, priorities and working methods in line with the aims and objectives of BVSC.
2. The Community Development Officer will be responsible in particular for:
 - 2.1 Developing a set of online resources on BVSC's website for capacity building and development
 - 2.2 Responding to inquiries about capacity building or development, including helping new groups establish themselves in the charitable and community sector. Support them to develop appropriate governance structures, financial controls, quality standards, safeguarding and funding sources
 - 2.3 Contributing to BVSC's e-bulletin, network bulletins and forums with funding and training updates, and any other news of relevance to the capacity building and development needs of the community and BAME sector
 - 2.4 Develop and deliver high quality accessible materials, training, workshops and support packages to VCS groups to effectively develop their strategic and business planning and to fundraise within legislative requirements (including responding to tenders)
 - 2.5 Working closely with BVSC staff responsible for promoting volunteering opportunities and standards, good impact reporting and communications to help all groups to access available services
 - 2.6 Working closely with local authority, health, police, Peabody and the wider community to improve communications and understanding across all parties
 - 2.7 Encouraging and supporting BAME and other new groups/organisations to advocate for their community on social issues
 - 2.8 To create connections that allow collaborations to emerge and develop responses to emerging issues
 - 2.9 To meet communities at their place and pace – in terms of interest, identity and geography
 - 2.10 Providing information and advice for all groups on appropriate funding agencies, funding criteria, completing grant applications and monitoring procedures

- 2.11 To support groups to identify their training needs and arrange delivery or signpost to external training
- 2.12 To work closely with key staff to ensure the Community Directory is kept up to date, relevant and reflects the VCS we work with
- 2.13 Encouraging and supporting BAME and new emerging groups organisations to co-produce services and policies with statutory and community organisations
- 2.14 Encouraging and supporting BAME and newly emerging groups to take up participation and opportunities locally – e.g. Thamesmead festival, arts and culture, socio economic programme
- 2.15 Engaging with the BAME community with specific issues on behalf of Local Authority, Health, other statutory organisations and Peabody
- 2.16 Enable greater use of community buildings and assets, co-ordinate community consultations and lead and support local campaigns
- 2.17 To set up and facilitate appropriate networking forums particularly for small, new, or BAME groups
- 2.18 To maintain a caseload of VCS groups for whom you are responsible for ensuring regular communications, focussing on their needs, and recording outcomes on our CiviCRM database and relevant Peabody database / CRM where appropriate
- 2.19 Any other duties commensurate with the post

Community Development Officer Person Specification

Skills/Knowledge/Ability

- Knowledge, understanding and commitment to the process of community development
- Knowledge and understanding of setting up and running small organisations, including developing a constitution, developing strategy, forming a committee and the roles and responsibilities of committee members, development of policies and good practice in the day to day running of organisation
- Knowledge of legislative requirements that impact on VCS groups and, in particular, the role and requirements of the Charity Commission
- Ability to build links and facilitate meetings with community members and small groups to enable them to identify, analyse and meet community needs
- To signpost and support groups to achieve successful funding applications
- Support groups to look at sustainable models of funding and delivery
- Knowledge of capacity building techniques and asset based community development
- Ability to use digital technology including Microsoft packages, Facebook, Twitter, Database, and cloud-based IT systems

Experience required

- Supporting community organisations to become more resilient and sustainable
- Developing and delivering high quality participative training
- Facilitating partnerships/networks/forums
- Monitoring and evaluation frameworks (we use Theory of Change)
- Proven experience of a wide range of fundraising (grants, tenders, corporate partnerships, community fundraising)
- Working with small grassroots groups, minority or marginalised communities

Characteristics

- Commitment to team work but with the ability to work on own initiative
- Ability to work with integrity, honesty and transparency at all times
- Understanding of the BAME community and an ability to work in a culturally sensitive way
- Be able to communicate in numerous ways to meet the needs of the organisations you support
- Responsive, positive and proactive – demonstrating enthusiasm for the role
- A genuine interest, understanding of and commitment to digital technology
- Ability to work flexible hours – this post may require you to work occasional evenings and weekends
- Ability to drive and have use of own car
- Willingness to undertake frequent travel throughout London Borough of Bexley and, in particular, Thamesmead