

## Job Description

### Link Development Officer

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<b>Job Title:</b>	Link Development Officer
<b>Salary Grade:</b>	400
<b>Hours:</b>	25 hours per week, (flexible working basis, including occasional evening and weekends)
<b>Location:</b>	Beacon Business Centre, Hopton Park, Devizes
<b>Supervisor:</b>	Head of Community and Business Development

### Job Purpose

To promote and support the development of Link Schemes including the Connect 2 Wiltshire programme.

### Main Responsibilities

- Provide advice and professional support to Link Schemes.
- In liaison with the Head of Community and Business Development, work with local authorities, Health Authorities, funders and other partners involved in project delivery.
- Build the capacity and number of volunteers who are supporting Link schemes and through programmes.
- Through outreach and community organising approaches, identify community needs for social interaction and encourage the Link programmes to support programmes such as Connect 2 Wiltshire, link people with community activity and facilities and develop community-based provision.
- Identify ways of developing and improving service provision.
- Build the capacity of the Link Schemes and raise awareness through presentations to community groups and statutory bodies.
- Develop and implement networking and information events for Link Scheme volunteers.
- Monitor legislative changes relating to volunteering and develop and implement volunteer recruitment initiatives and support strategies to broaden the volunteer base of both new and existing Link schemes.
- Review, update and further develop the Link Good Practise Guide as appropriate.
- With support from Head of Community and Business Development coordinate the Link Chairpersons Meetings, and attend Link Scheme meetings as appropriate.
- Ensure that staff reports, and all other project documentation are completed and returned on time.

- Undertake administrative tasks related to the role.
- Coordinate the Link audit annually and contribute to the Community First Business Plan.
- Manage the Link Insurance Scheme.
- Support the Community Transport team as and when required.

### **General Duties**

The post-holder will contribute to achieving the overall mission of Community First.

- Participate in the team working approach of Community First
- Take responsibility for her / his own development, inform the line manager of any development needs and take part in prescribed development activities
- Work within the agreed policies and procedures of Community First
- Carry out such other general duties as shall be determined by the Chief Executive. Support other members of staff as required by the workload and by absences due to leave, sickness etc.
- Ensure that office security is maintained, and confidences are not breached.
- Promote an alert approach to Health and Safety at Work matters and maintain compliance with the terms of the Hopton Fire Certificate.

Community First is committed to Equal Opportunities and the post holder is expected to be familiar with the Equal Opportunities Policy and to complete his or her duties in a manner consistent with this policy.

This job description does not form part of the contract of employment but indicates how the contract should be performed. The job description will be subject to review and amendment in the light of experience and in consultation with the post as part of the annual appraisal process. The responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not in themselves justify the re-evaluation of a post. In cases, however, where a permanent and substantial change in the duties of the post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.