

## Job Description

### Community Development Officer

---

<b>Job Title:</b>	Community Development Officer
<b>Salary:</b>	<b>£10,158 - £13,544 for 15 - 20 hours per week (£24,717)</b>
<b>Scale point:</b>	Community First scale point 440
<b>Hours:</b>	15 - 20 hours per week, includes evening and weekends
<b>Location:</b>	Office based in Hopton Park, Devizes. The role will be a combination of office and community-based work, with some home working
<b>Supervisor:</b>	Senior Community Development officer  Head of Community & Partnership Development

#### Job Purpose

Develop and facilitate community action so that communities and individuals are enabled to take action themselves to create stronger and more resilient communities.

#### Main Responsibilities

The post holder will be responsible for working throughout Wiltshire & Swindon

1. Support a programme of community development initiatives including Get Out & Get active
2. Provide administrative support for the Wiltshire Community Land Trust
3. Support a programme of listenings within the Community Development team including individuals on Building Bridges and young people
4. Build social capacity and volunteering through Community Organising and the support of volunteers
5. Identify opportunities, develop proposals to tackle rural issues and project manage aspects of commissioned work
6. Support the delivery of the Defra funded contract and contribute to the collection and collation of local intelligence on rural needs when required
7. Support the development of CF strategies and business planning
8. Forge partnerships with statutory, private and third sector organisations to promote partnership working
9. Support the delivery of Community Organising training and become qualified to deliver Community Organising training when required
10. Support the development of community development budgets and forecasts
11. Support multiple community engagement projects across the Community Development team
12. Promote and support community led plans including Neighbourhood Plans and community needs assessments or consultations

13. Complete regular reports as required by managers and funders and keep accurate records and detailed monitoring of all listening's, reflections and volunteer contacts
14. Help recruit, train and support volunteers within the Social Action Hub network when require, with the support of the Senior Community Development Officer
15. Help deliver standardised and certified training to people across Wiltshire and Swindon with the Senior Community Development Officer and when required and adequate training has been completed
16. Promote and publicise the service to maintain a high profile with potential clients and service providers
17. Work as part of a team, contributing to meetings, attending relevant training, cascading information and providing ongoing support and information to managers to enable the smooth running of the project
18. Access and accurately maintain electronic client records, calls and referrals ensuring compliance with the Data Protection Act, supplying management information to assist in workload/demand profiling and to inform continuous improvements to the services provided
19. Adhere to all health and safety requirements both in the home and in the communities, taking reasonable care not to do anything that may endanger yourself or others
20. Support fundraising and income generation
21. Circulate information and disseminate best practice to community groups and local councils working with statutory and voluntary sector colleagues where appropriate
22. Provide best practice advice and guidance to a range of community groups engaged in projects addressing community identified needs
23. Support the Senior Community Development office and Head of Community & Partnership Development with community engagement projects

### **General Duties**

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

- Budget holders assume financial responsibility for own operational budget. Non-budget holders ensure expenditure is necessary and within budget constraints.
- Implement and develop ACRE Quality Standards
- 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's 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.

This role is subject to an Enhanced DBS along with relevant background checks, references and probationary period.