



Bountagu Big Local Community Development Manager

Job Description

Hours of work: 26 hours per week. Flexible hours to include evening and weekend work to be agreed in advance

Salary: £35,000pa FTE (actual salary for 26 hour week is £24,594pa)

Holiday: 25 days per annum plus 8 public holidays FTE (actual holiday allowance for 26 hour week is 172 hours per annum)

Responsible to: The role reports to the Bountagu Big Local Partnership regarding implementation of the Bountagu Big Local Plan and agreed objectives and milestones; this will include full written and verbal reports at Partnership meetings.

Day-to-day line management will be provided by an allocated staff member at CVSBEH, which acts as the Locally Trusted Organisation (LTO) for Bountagu Big Local.

Employed by: All paid staff for the Bountagu Big Local programme will be employed by CVSBEH and their terms of contract will apply.

Location: The Bountagu Big Local office is based at Centre Way on the Claverings Estate, London N9. You will also be required to work off-site in other community-based locations.

Purpose of Job

The Community Development Manager will develop and deliver, on behalf of the Bountagu Big Local Partnership, the objectives in the Bountagu Big Local Plan and be accountable to the Partnership for the delivery of these objectives, while building effective partnerships with local residents and service providers.

The Community Development Manager will support the Partnership to be efficient and effective, open and transparent, ensuring systems and processes are in place to achieve the desired outcomes. S/he will supervise and manage any other paid staff working for Bountagu Big Local and support the Partnership and other local people that volunteer and get involved in Bountagu.

Main Responsibilities

- Establish Bountagu with the community and wider stakeholders via an Outreach and engagement programme
- Foster good relationships between different groups in the community and celebrate diversity
- Support Full Partnership and sub-group meetings through written reports and information and undertake tasks directed through them, working jointly with all parties to ensure effective communication
- Promote Bountagu volunteering opportunities and recruit and support new volunteers
- Support the Partnership and volunteers to organise events and activities
- Develop the Bountagu Partnership, ensuring that it reflects the diversity of the local community
- Provide signposting to training opportunities for Partnership members to fulfil their roles effectively
- Represent Bountagu at local forums, etc.
- Offer day-to-day support to organisations working for Bountagu (tendered work)
- Monitor spend against key budget headings and the Bountagu Plan in collaboration with the Partnership and LTO
- Develop mechanisms and set up systems for measuring success, evaluation and monitoring, including a small grants programme. Articulate this to a variety of audiences
- Contribute to the annual review for the Local Trust and the refresh of the Bountagu Big Local Plan
- Bring in match and in-kind funding to support the Big Local deliverables. Develop a fundraising strategy for key areas of work and implement this
- Promote the legacy and sustainability of Bountagu Big Local. This includes supporting the creation of a sustainable community organisation with potential to set up as its own legal entity
- Support the development of policies and procedures required by the Partnership, taking responsibility for overall compliance with GDPR, safeguarding and health and safety
- Oversee and develop the management and operation of community buildings and assets, if any
- Undertake any other tasks not stipulated but within the spirit and level of the role

Person Specification

Essential Skills and Qualities:

- Ability to use own initiative and to develop this new role in close collaboration with the line manager
- Good communication and interpersonal skills, including an excellent telephone manner and written work of high quality and accuracy
- Ability to network well on behalf of Bountagu Big Local
- Excellent organisational and office skills, paying close attention to detail
- Good working knowledge of all computer applications, especially spreadsheets, desktop publishing and email / internet functions
- Experience and confidence with social media such as Facebook, Twitter, Instagram, etc., in order to promote and communicate key messages and link with others
- Ability to manage and support other staff
- Ability to accurately collate information and resources in usable formats
- Commitment to working in a team environment yet able to work on own and manage a varied workload
- Ability to engage and include local residents in Bountagu Big Local
- Commitment to equal opportunities
- Ability to be proactive and demonstrate initiative
- Enthusiastic and creative approach to developing a new community project
- Friendly and approachable personality with a sense of humour
- Experience of recruiting, supporting and developing volunteers in a meaningful way that benefits both the individual and the organisation
- A good understanding of the voluntary and community sector
- Flexible attitude to working hours

Desirable Skills and Qualities:

- Ability to travel independently, ideally with own transport
- Experience of managing community buildings
- Knowledge of the community and geography of the Bountagu area