

Wormley and Turnford Big Local (WTBL)

Job Description (January 2022)

Community Coordinator

(This post is initially funded until February 2024.)

Hours of work: 37 hours per week. Flexible hours to include evening and weekend work to be agreed in advance.

Salary: £26.500k per annum.

Holiday: 25 days per annum plus 8 public holidays.

Responsible to: Development Manager - It is important to understand that WTBL is a resident led initiative and therefore the work plan and priorities are guided by the WTBL Partnership.

Employed by: All paid staff for WTBL are employed by CVS for Broxbourne and East Herts (CVSBEH) and their terms of contract will apply. CVSBEH is the Locally Trusted Organisation (LTO) for WTBL.

Location: WTBL premises in Wormley. You will also be required to work off-site.

Purpose of Job: The WTBL Community Coordinator will work closely with the Development Manager and the WTBL Partnership, other staff, volunteers, local residents and partnership agencies, to deliver the WTBL Plan.

1 Main Responsibilities:

1.1 Delivery

- Deliver, on behalf of the WTBL Partnership, the objectives of the WTBL Plan, developing a programme of events, services and activities.
- Develop opportunities for WTBL to meet the needs identified by the Wormley & Turnford community in order to sustain connectivity within the community, including enhancing the use of Wormley Community Centre by local residents.
- Be visible, leading on resident engagement and raising awareness of WTBL, signposting residents to other services where appropriate.
- Identify barriers and make it easier to engage diverse communities and residents who are harder to reach.

1.2 Support the WTBL Partnership

- Support the WTBL partnership members to grow in their roles and to achieve their desired outcomes, ensuring the Partnership reflects the diversity of the local community.
- Support full partnership meetings and small working groups, providing written reports and information when needed.
- Support the legacy and sustainability of the programme by continuing to develop and grow effective partnership working.
- Encourage the involvement of other stakeholders and organisations and help to identify future funding sources.

1.3 Volunteers

- Maintain and support a clear volunteering strategy, identifying the tasks that need to be covered by volunteers.
- Develop a recruitment and training programme for volunteers to meet the volunteering strategy.

- Recruit, manage and support volunteers, encouraging local people to volunteer through setting up a clear volunteer recruitment programme.

1.4 Monitoring and evaluation

- Develop mechanisms and monitoring systems for measuring success based on the Theory of Change work that has already been begun.
- Working closely with the Development Manager, help to monitor spend against key budget headings in line with the Community Plan 2021 – 2024.

1.5 Other tasks essential to the role

- Attend external and internal community meetings, events, working groups, and residents' meetings.
- Engage with other Big Local Projects and Local Trust initiatives.
- Adhere to and undertake responsibilities in accordance with health and safety, equal opportunities and safeguarding.
- Undertake any other tasks not stipulated but within the spirit and level of the role.

Person Specification

Essential Skills and Qualities:

- Previous experience of working in a community engagement role
- Experience of and/or interest in working in an organisation that is resident led
- Experience of planning, delivering and supporting projects.
- Experience of managing a varied workload
- Enthusiastic and creative approach to developing new community projects.
- Ability to facilitate and support partnership working.
- Ability to use own initiative and to work with others in collaboration.
- A good understanding of the voluntary and community sector
- Experience and knowledge of the needs of diverse communities including awareness of issues preventing local residents from different backgrounds from engaging.
- Experience of recruiting, supporting and developing volunteers to benefit both the individual as well as WTBL
- Experience of managing a database of volunteers
- Knowledge of safeguarding and other compliance issues
- Good communication and interpersonal skills including an excellent telephone manner
- Ability to network well on behalf of WTBL
- Excellent organisational and office skills, paying close attention to detail
- Ability to accurately collate information and resources in useable formats
- Commitment to working in a team environment
- Friendly and approachable personality with a sense of humour
- Flexible attitude to working hours

Desirable:

- Ability to travel ideally with own transport
- Knowledge of the community and geography of Wormley and Turnford