



## Job Description (From June 2022)

# Noel Park Big Local Community Development Officer (Initial fixed-term contract until 31<sup>st</sup> July 2023)

<b>Hours of work:</b>	28 hours per week, including evening and weekend work to be agreed in advance
<b>Salary:</b>	£27,417 per annum FTE (pro-rata for 28 hours is £20,748).
<b>Holiday:</b>	Holiday allowance for 28-hour week is 185 hours per annum including public and bank holidays
<b>Employed by:</b>	NPBL Staff will be employed by CVSBEH and their terms of contract will apply.
<b>Responsible to:</b>	This role will report to the NPBL Community Development Manager.
<b>Purpose of Job:</b>	The Noel Park Community Development Officer will work closely with the Development Manager and the Noel Park Partnership, other staff, volunteers, local residents and partnership agencies, to deliver the Noel Park Community Plan.
<b>Location:</b>	A desk will be provided in Wood Green. The post holder will also be required to work from other locations and from home

### Purpose of Job:

- To support the CDM in developing, delivering and managing on behalf of the partnership, projects that meet NPBL objectives – e.g. Russell's Hub
- To be a presence in the community to engage through outreach processes and communications and raise awareness of the opportunities Noel Park Big Local provides.
- To work alongside the CDM in engaging the diverse communities of Noel Park to build involvement and activities.
- To identify, engage and support community activities and volunteers to build the Noel Park community.
- To work with the NPBL Youth Lead sub-group in developing and delivering a lasting NPBL Youth offer, including setting up the NPBL Youth Forum.
- To manage our growing network of volunteers.
- To contribute to the building of a strong and lasting legacy of community cohesion, activism and enterprise.

## Responsibilities & Tasks

### Local Partnership

The Community Development Officer will work closely with the CDM, partners, and NPBL partnership members.

The aspects of the role will include:

- Working with the CDM and NPBL partnership to deliver on existing projects, eg: Russell's Hub, Changing Gears, Westbury Banks Nature Reserve, the developing after school programme, NPBL Youth offer.
- Setting up groups and initiatives to drive or support projects going forward in the Noel Park Big Local plan.
- To implement projects in line with the Big Local plan for Noel Park including development, community engagement, implementation, monitoring and evaluation.
- Provide written reports and information to the partnership.
- Work closely with the Chair, partnership, residents, community leaders, partner officers and Big Local to achieve NPBL's objectives.
- Recruit and expand the involvement of local residents and communities in NPBL and to widen the involvement of other stakeholders and organisations
- Support partnership meetings and small working groups as appropriate.
- To assist the CDM in all aspects of communication and social media.

### Coordination:

This position will play a key role in coordinating and supporting the work NPBL carry out. Aspects of the role include:

- Developing and delivering the objectives of the NPBL Plan maximising engagement in new and existing projects delivered by NPBL.
- Maintaining and improving our programme of events, services and activities for Noel Park Big Local.
- Expanding and managing our team of volunteers to support Noel Park Big Local community engagement and community initiatives.
- Conducting outreach in the community and actively engage and empower residents to participate in leading and developing community action and support groups to carry out projects.
- Engaging diverse communities and residents who are harder to reach in the community

- Actively engaging the community in Noel Park services and activities and signpost residents to other services where appropriate.
- Attend where appropriate community meetings, events, working groups, and residents' meetings.
- Gathering feedback and writing evaluation reports as appropriate.

### Administrative Support:

The Community Development Officer will play a key role in ensuring the smooth running of day-to-day activities of the support team and NPBL partnership. Duties will include:

- To maintain an up-to-date calendar of activities and meetings for the support team and NPBL partners.
- To manage the content of the noticeboards in the community to reflect NPBL diverse number of activities.
- To update the NPBL website, including the monthly online calendar.
- To support the Community Café Manager in delivering weekly activities from Russell's Hub.
- To actively consult with local residents with regard to NPBL priorities and make recommendations to the partnership.
- To create high quality promotional material for our various projects that coincides with the NPBL style guide.
- To provide additional administrative support as advised by the CDM.
- Develop mechanisms and monitoring systems for measuring success of planned projects and activities.
- Working closely with the Development Manager, help to monitor spend against key budget headings in line with the Community Plan.

### 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.

### Other:

- To adhere to and undertake responsibilities in accordance with health and safety, equal opportunities and safeguarding.
- To promote and follow Big Local equality policies and to establish activities that foster good relationships between different groups in the community and celebrate diversity.
- To work with other staff, volunteers and partnership members to undertake any other tasks not stipulated but within the spirit and level of the role to ensure effective operation of the Partnership and its projects.

## Person Specification

### Essential Skills and Qualities

- Previous experience of community engagement
- Experience of planning, delivering and supporting projects.
- Enthusiastic and creative approach to developing new community projects.
- Ability to use own initiative and to work with others in collaboration.
- Experience of supporting volunteers.
- Strong team-working skills.
- Ability to work on own and manage a varied workload.
- Good communication and interpersonal skills including an excellent telephone manner.
- Ability to engage and include local residents in NPBL.
- Excellent organisational and office skills, paying close attention to detail.
- Good working knowledge of all computer applications, especially spreadsheets, desk-top publishing, email / internet functions and video conferencing platforms such as Zoom.
- Experience of using online design apps, such as Canva.
- Experience and confidence with social media such as Facebook, Twitter, Instagram etc in order to promote and communicate key messages and link with others.
- Commitment to equal opportunities.
- A good understanding of the voluntary and community sector.
- Knowledge of the community and geography of NPBL.
- Flexible attitude to working hours – this job includes **regular** weekend and evening work as agreed with CDM.

### Desirable

- Awareness of issues preventing local residents from different backgrounds from engaging.
- Knowledge of safeguarding and other compliance issues.
- Ability to facilitate and support partnership working.
- Ability to travel independently ideally with own transport.
- Experience of working remotely.