

Phillipstown Forever

Driving Change Coordinator

Job Description

Job Title:	Driving change coordinator
Hours:	25 hrs/wk. – Flexible
Pay:	£24,657 per annum, pro rata + 8% non contributory pension
Annual leave:	23 days plus bank holidays (pro rata) (28 days after 5 years service)
Contract Type:	3 Year Fixed Term
Base:	Phillipstown Community

Background:

Invest Local is a Big Lottery funded, 10-Year initiative targeting 13 deprived communities in Wales. Phillipstown is one of the thirteen communities chosen to receive 1 million pounds over a 10-Year period. Following an extensive period of envisioning and local development, the steering group is now ready to move into the next phase which will see some of the community consultation findings realized. To this end, the Phillipstown Forever steering group have decided to commission White Rose Resource centre to employ a part time community development worker. The roles will directly deliver and facilitate the realisation and sustainability of various projects. This role will also manage the Cleaner/Caretaker role.

The strategic priorities for the work will be set by the Phillipstown Forever steering group in Phillipstown with line management provided by White Rose Resource centre.

Duties

1. To adopt an Asset Based Approach to Community Development.
2. To map the existing local services and activities in the local community and wider Caerphilly County Borough where they may be relevant to the ambitions of Phillipstown Forever.
3. To Engage effectively with residents in the local area and continuously assess priorities in order to promote further well-being.

Phillipstown Forever

4. To assist and advise local people with planning and delivering a range of community events and activities to support the Driving change plan.
5. Build and maintain positive relationships with residents, local service providers and stakeholders to ensure a coordinated and connected approach.
6. Be Responsible for developing and supporting the delivery of local partnership initiatives, priorities and projects
7. To collect evidence and report appropriate monitoring and outcomes data as and where required by the Phillipstown Forever steering group and/or other stakeholders
8. Using all the community building and spaces for activities as required.
9. To line manage the Phillipstown Community House and Community Centre's Care taker

Main tasks:

- To get to know the local area well: Identify and map community assets through the Phillipstown Forever Steering group, focus groups, workshops, community engagement events, liaising with local retailers and public services/partners etc.
- To support residents, volunteers and local groups to deliver and develop high quality, sustainable projects as identified in the consultation.
- To engage with local residents and partners using all types of marketing and media and to use this to promote a range of community activities and events
- Communicate the vision and objectives of Phillipstown Forever to local residents and work with them positively towards achieving shared goals
- To work in effective partnership with other organisations working within the community and beyond
- Promote the range of health, wellbeing, regeneration and other activities so that local people may connect to them, and to one another.
- Support local residents to develop a range of projects which benefit people in the local area, in line with the Phillipstown Forever vision and plans
- To assist with the development and capacity building of local volunteers and to sign post people to the appropriate organisations in line with the Invest Local Phillipstown Driving change plan.
- Undertake relevant administrative tasks to support Asset Based Community Development and to comply with requirements of evaluation and monitoring.
- Manage a small budget where required, and keep appropriate records.
- Provide both verbal and written updates and reports as required in order to represent accurately the development of the Phillipstown Forever Work.
- Work within relevant governance structures (i.e. Phillipstown Forever Steering group).
- Actively identify additional funding stream for projects and ongoing work.
- To line manage the Cleaner/Caretaker role on a daily basis.

Phillipstown Forever

- Any other reasonable duty that is commensurate with this post at the discretion of the Phillipstown Forever steering group.

The successful candidate will

- Be available to work flexibly as the role will include the need to work weekend, evening and possibly bank holidays at times.
- Be willing to undertake training and development related to the post and the work of the Invest Local programme.
- Carry out any other reasonable duties commensurate with the level of responsibility of the post, as requested by your line manager.
- At all times represent the Invest Local Steering Group in a professional, positive and informed manner at all times, whether engaging with members of the public, staff and volunteers, partnership organisations, or any other supporters.

Person specification

The skills, knowledge, qualifications and experience listed here are requirements of the role and are assessed at different stages of our recruitment and selection process. Use this information to help you complete the 'further information' section of the application form.

Qualifications	Essential	Desirable
Degree in Community Development, Regeneration, Social Policy or similar relevant discipline		X
Drivers licence (full/valid) with access to a car for business use	X	
Experience		
Previous practical 'hands on' community project/development experience	X	
Experience of working in a specific community development role		x
Experience of community engagement and engaging hard-to-reach groups	x	
Working with a range of stakeholders on issues such strategic planning, priority-setting and performance management		x
Ability to research and report-writing skills and the ability to interpret or present data and write case studies	x	
Ability to construct and deliver presentations	x	
fundraising – experience of accessing funds	x	
Experience of facilitating and recording /minutes meetings	x	
Experience of organising and running events	x	
Marketing/promotion such as writing copy	x	

Phillipstown Forever

Knowledge		
Understanding of, and commitment to, Asset Based Community Development	x	
Clear understanding of public/private and third voluntary sectors and how they work and inter-relate		x
Understanding of Social and other Issues affecting communities affected by multiple deprivation and/or long-standing communities experiencing changes	x	
Knowledge of the area (Phillipstown and the surrounding areas)		x
Skills		
Good listening skills and excellent communication	x	
advocacy and networking skills	x	
interpersonal and team-building skills	x	
creative thinking and problem-solving ability	x	
influencing and negotiating skills	x	
IT and social media skills	x	
Time management skills	x	

Attitudes and behaviours

Thinking Style

Uses creativity to unblock barriers. Good use of initiative and intuition. Flexible and adaptable in style. Drive and motivation. Evidence of interest to learn and succeed.

Working with others

Good at relationship and network building. Ability to handle challenging interpersonal situations and potential conflict. A welcoming and approachable style. Able to build positive working relationships with people from all walks of life. Ability to work independently. Ability to inspire and support others through change.

Well-being and Values

Has an understanding of people's abilities and aspirations. Understanding of and commitment to Equality, Diversity & Inclusion. Demonstrates core values: We are people people; we are caring; we are responsive; we are honest; we are inspirational; we are dedicated.

Time management

Organising skills – being able to plan ahead, meet deadlines whilst also able to work in a constantly changing environment. A flexible approach to working hours, working outside normal hours when required. Ability to prioritise and work under pressure.

Phillipstown Forever

Duties must be carried out in compliance with White Rose Resource centre's Equality and Diversity Policy.

This role profile contains the principal accountabilities relating to this post and does not describe in detail all the duties required to carry them out.

There will from time to time be a variation of duties depending on organisational and partnership needs.

Closing date for applications is Monday 24th February 2020

For an informal discussion or to apply for an application pack please leave a message with Rebecca Lewis and a member of the team will call you back

Rebecca Lewis at LEWISR11@CAERPHILLY.GOV.UK

Or post/call into

Hafod deg Resource centre,

High street

Rhymney

NP22 5LP

Tel – 01685 844353