

Job description

Job title:	Community Development Consultant
Based at:	Remote working
Terms:	21 hours per week £25 / hour This role is a contractor position. This contract will initially be for a period of 22 months, with the possibility of renewal depending on funding and project needs.
Reporting to:	Community Manager
Responsible for:	Providing support for the North Brixton Big Local (NBBL) partnership. Working with individuals, families and the wider community, stakeholders and partner organisations to develop the quality of local life, support access to services or community activities and improve the vibrancy of the new community.

Role Purpose
<p>To help the local community to bring about social change and improve quality of life and work with individuals, families and the wider community, stakeholders and partners to identify community assets, needs, opportunities, rights and responsibilities.</p> <p>The role will work with a wide range of partners to ensure that the development of community infrastructure ensuring the programme has the residents and stakeholders of the community at its core.</p> <p>The Community Development Associate will work to build community capacity and to plan and deliver community infrastructure projects and support other agencies to offer a range of community-based options to individuals to access what they consider is important to improve or maintain their health and wellbeing.</p>
Key Responsibilities
<p>Community and Development Work:</p> <ol style="list-style-type: none"> 1. Work with individuals, families and the wider community, stakeholders and partner organisations to develop the quality of local life, support access to services or community activities and improve the vibrancy of the new community. 2. Keep abreast of current issues, trends and developments likely to impact on the development of projects and their impact on sectors of the local population. 3. Help develop, support and facilitate community approaches to health and wellbeing, including trauma informed practice, safer neighbourhoods, social inclusion. 4. Increase the number of people who are actively involved in community activities/volunteering. 5. Work with individuals to identify and tackle issues they may be facing; determine the goals they would like to achieve and support them to achieve those goals.

6. Support and facilitate the development of new services and community groups where this contributes to the main aim of the role, including their governance and management.
7. Support individuals and local community groups through advice and support, building capacity and improving or maintaining their general wellbeing.
8. Support the recruitment of volunteers to support the main aim of the role, arranging induction, training and management as appropriate.
9. Contribute to the development of projects, policies, programmes and the development of funding opportunities as appropriate.

Partnership Working:

10. Ensure liaison and positive dialogue within the communities in the NBBL area and with partner organisations which can support community development, for example in arranging meetings on matters of joint interest.
11. Champion the interests of the community at relevant bodies and fora.
12. Identify gaps in the local provision and other matters of interest to the local community, and to agree priorities for community development support.

Funding:

13. Identify and apply to funding sources to support the aims of the role.
14. Work with NBBL community groups and interested parties to develop their fundraising skills and to secure external funding for community groups.

Publicity, Marketing and Communication:

15. Develop and implement a publicity and marketing plan, with the aim to inform and engage the local community.
16. Gather, develop and distribute information of relevant interest to local people to inform and support residents.
17. To maintain an up-to-date working knowledge of the support and activities available to people from within the community, voluntary sector and statutory sector; in order to effectively introduce people to appropriate service/s, activities or sources of support
18. Help people to access information, services and advice and signpost residents to relevant organisations.

Work Planning, Monitoring and Reporting:

19. Identify tangible improvements in the local population's wellbeing and compile corresponding work planning on a quarterly basis.
20. Compile monitoring and evaluation reports against work plans and report to the partnership
21. Reporting to funders as required and to undertake further impact assessments as appropriate and identified through the work planning process.

Other:

- 22. Ensure relevant policies, procedures and good practice guidelines are followed to meet legal and contractual obligations, and to deliver the agreed service standards. Respond to safeguarding concerns as required.
- 23. Undertake any other reasonable tasks as directed by Integrate and the NBBL.

Qualifications and Experience	
1.	A minimum of 2 years of experience in community engagement and the voluntary sector
2.	Excellent communication and interpersonal skills
3.	Working knowledge of grants and fundraising practices, including an understanding of various funding sources, application processes, and requirements.
4.	A proactive and solutions-oriented mindset, with the ability to adapt to changing circumstances and prioritise tasks effectively.
5.	A commitment to the mission and values of Integrate and North Brixton Big Local, with a genuine desire to support the growth and success of local people and local charities and social enterprises.

Person specification

1. Education and Qualifications:	Essential	Desirable
Bachelor's degree or equivalent experience in a related field	X	
Advanced degree in a related field (e.g., non-profit management, education, or social work).		X
Relevant certifications or qualifications in grant writing, fundraising, or teaching (such as CFRE, IoF, or QTS).		X
2. Experience:		
Proven success in community development and engaging a range of stakeholders.	X	
Proven experience of effective partnership working with, supporting and understanding of the NBBL local communities, local authorities, voluntary sector organisations / community groups and volunteers.	X	
Experience of a range of inclusive community engagement techniques.	X	
Success in supporting and building the capacity of community groups and voluntary organisations and advising them on appropriate structures, funding, governance and legal structures	X	
Experience of facilitating large and diverse groups in planning and implementing community development activities.	X	

Experience of setting up and delivering new projects and/or services	X	
Proven success in identifying and securing funds for community development work from a range of public sources, including grant-making and charitable trusts, corporate groups/businesses, authorities and agencies.	X	
Experience of managing budgets.	X	
Experience of developing, monitoring and evaluation activities and reporting to a range of stakeholders, including funders.	X	
Ability to use information technology and proficient in the Microsoft Office suite. Confident in the use of social media and prepared to use it appropriately where its use will assist in meeting the responsibilities of the post	X	
Proven success in developing business plans and associated studies, plus development of operational plans.		X
Experience in developing press, marketing / publicity and information materials		X
3. Skills and Abilities:		
Exceptional written and verbal communication skills, with the ability to effectively convey complex information in a clear and concise manner.	X	
Strong interpersonal skills, with the ability to build rapport with the local community, colleagues, and partners from diverse backgrounds.	X	
4. Personal Attributes		
A passion for and commitment to the mission and values of Integrate Agency CIC and North Brixton Big Local	X	
Adaptable and flexible, with the ability to navigate change and uncertainty.	X	
A high level of professionalism, with the ability to represent Integrate Agency CIC and North Brixton Big Local effectively in all interactions.	X	
Organised, approachable and reliable person who is responsible and committed to getting things done.	X	
Diplomatic, able to act with discretion and to ensure confidentiality	X	
Ability to work on own initiative as well as part of a team.	X	
Good networking skills and an ability to motivate others.	X	
Willingness to work non-standard hours on a regular basis.	X	
Capacity for innovation and finding creative solutions.		X
Awareness of Health and Safety legislation and requirements as relevant to the job and an awareness of equal opportunities.		X
Active involvement in local community initiatives or organisations.		X