

Job description

Job title:	Forum Coordinator Consultant
Based at:	Remote working
Terms:	8 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 facilitation support for the North Brixton Big Local (NBBL) Partnership for the development and management of Community Forums. The Forum Facilitator will coordinate the function, activity and interrelationships between the forums.

Role Purpose
This key role will provide facilitation support to the North Brixton Big Local Partnership to develop, manage and facilitate local forums in the community.
Key Responsibilities
<ol style="list-style-type: none"> 1. Assist with local partners and NBBL development and support, maintaining the integrity and relevance of the partners to the intentions of the NBBL plan and requirements of the Local Trust. 2. To coordinate the function, activity and internal/external relationships between the community forums, recognising the multi-cultural environment. 3. Encourage a learning and development climate in recognition of the links with state, community, corporate and voluntary organisations working within Brixton.
Partnership Working:
<ol style="list-style-type: none"> 4. Collect information on availabilities and skills 5. Arrange for appropriate training when needed 6. Produce schedules for activities and events 7. Assign responsibilities to the right people for special events 8. Coordinate teams of NBBL Partners for large-scale actions 9. Communicate frequently with Partners to ensure they are satisfied and well-placed 10. Disseminate information for upcoming actions and events 11. Keep detailed records of Partners information and assignments 12. Ensure the purpose of the organisation and its actions are clearly communicated
Other:
<ol style="list-style-type: none"> 13. Undertake any other reasonable tasks as directed by Integrate and the NBBL.

Qualifications and Experience
<ol style="list-style-type: none"> 1. A minimum of 2 years of experience in community engagement and the voluntary sector 2. Excellent communication and interpersonal skills 3. Excellent organisational and facilitation skills 4. 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:		
Experience in facilitating locally and/or internationally	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	
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	
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	
Excellent organisational and team coordination abilities	X	

Strong communication skills, including negotiation, motivation and facilitation across cultures and organisations. This includes active listening and facilitation to improve understanding and active results.	X	
Time management, to enable effective use of resources.	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
Active involvement in local community initiatives or organisations.		X