

JOB DESCRIPTION

JOB TITLE: Community Development Co-ordinator

EMPLOYER: Mid Sussex Voluntary Action (MSVA)

RESPONSIBLE TO: Chief Executive Officer (CEO)

HOURS: 16 per week (12-month fixed term contract)

Purpose of the role:

To support local groups to set up, grow and thrive.

To enable people to work in partnership by bringing together the voluntary, statutory and business communities.

Support Groups to:

- conduct health checks on local organisations in order to assess their needs, strengths, training and structural requirements
- assist MSVA member groups and other local organisations with issues relating to the sustainability and development of their services, including:
 - Policies & Procedures
 - Constitutions/memorandum and articles
 - Governance
 - Managing finances
 - Helping with searching for funding and appraising funding bids
 - Use of volunteers
 - Good practice
 - Publicising their service
 - Identifying and reaching people requiring their service
 - Signposting to specialist advisors

- enable groups to access skill-share opportunities from the business sector and facilitate employee/team volunteering events
- seek out minority groups to assess and encourage them to form voluntary groups to support and promote their cause
- seek out and support small and emerging organisations so that they become sustainable
- work with partners (including other MSVA staff) to run community events which will raise the profile of local community groups and provide networking and informal training opportunities
- create/update template policies, guidance notes and other resources for use by local organisations
- plan and run Volunteer Management Forums with the CEO so that local groups can share best practice in volunteer management

Supporting Local Communities:

- work with members of the community to develop services and raise awareness of existing services
- set up separate Community Interest Companies (CICs) where needed, e.g. food partnerships
- assess local unmet needs and help to establish services that meet them, including promoting partnership work between organisations

Other:

To carry out other duties which further MSVA aims, such as:

- represent MSVA at meetings and events as necessary, including deputising for the CEO at meetings with statutory authorities, funders and other stakeholders
- keep up to date with changes in legislation and national trends which affect the charity sector and ensure this information is disseminated to local groups.
- keep up to date with changes in funding programmes and identify new funding streams ensuring this information is disseminated to local groups
- provide oral and written reports as required by the CEO and Trustee Board

Person Specification

	Essential	Desirable
Qualifications Educational/ Professional	Educated to 'A' Level/NVQ or equivalent	Qualifications in community development e.g. in fundraising, strategic planning, monitoring and evaluation.
Experience (not all gathered at the same time)	<p>Significant experience of working in or with voluntary sector organisations.</p> <p>Proven experience of working with individuals and groups in a community setting.</p> <p>Experience of assessing training needs and developing and delivering training to meet the need.</p> <p>Experience of organising meetings and/or other events.</p>	<p>Experience of:</p> <ul style="list-style-type: none"> • working in a community development role • completing funding bids and of successfully gaining funding • setting up community organisations including CIC/CIO • leading or coordinating projects • community based research • delivering workshops and training courses • networking with a range of statutory, voluntary and community organisation • producing development and business plans • conducting organisational needs assessments
Skills, Abilities and Personal Attributes	<p>Able to communicate effectively and sensitively with people of different backgrounds.</p> <p>Good problem solver and facilitator with an impartial approach.</p> <p>Proactive, organised and methodical, able to manage competing priorities.</p> <p>Able to produce verbal and written reports on time and to a high standard.</p> <p>Able to work on own initiative and as part of a team.</p> <p>Digitally literate.</p>	<p>Understanding of marketing and promotion principles, in particular through social media channels.</p> <p>Comfortable with preparing and delivering presentations, as required.</p>

	Essential	Desirable
Knowledge	<p>Knowledge of how the statutory and voluntary sectors are structured.</p> <p>Understanding of charity legislation and of the regulatory and financial requirements of voluntary organisations and of good practice.</p> <p>Awareness funding streams, basic principles of fundraising and of what makes a good funding application.</p> <p>Good knowledge of issues currently affecting the voluntary and community sector.</p>	<p>Good general knowledge of the charity sector in Mid Sussex District and the wider West Sussex area.</p> <p>Knowledge of the work undertaken by voluntary and community groups.</p>
Other	<p>Full driving licence.</p> <p>Own transport for business use as the post will require travel across Mid Sussex (mileage allowance will be paid as appropriate).</p> <p>Understanding of and commitment to diversity and inclusion.</p> <p>Able to undertake occasional out of hours working for MSVA events and meetings.</p>	