



JOB DESCRIPTION

JOB TITLE:	Community Development Co-ordinator
EMPLOYER:	Mid Sussex Voluntary Action (MSVA)
RESPONSIBLE TO:	Chief Operations Officer (COO)
HOURS:	18 per week (permanent contract)
SALARY:	£12,753 pro-rata (£26,569 full time)

Purpose of the role:

To support groups in Haywards Heath and surrounding villages 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 Forums so that local groups can share best practice

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
- 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>	<p>Experience of and confidence in working with diverse communities.</p>