



## JOB DESCRIPTION

<b>JOB TITLE:</b>	<b>Community Development Co-ordinator</b>
<b>EMPLOYER:</b>	<b>Mid Sussex Voluntary Action (MSVA)</b>
<b>RESPONSIBLE TO:</b>	<b>Chief Executive Officer (CEO)</b>
<b>HOURS:</b>	<b>16 per week (12-month fixed term contract)</b>
<b>SALARY:</b>	<b>£10,900 pro-rata (£25,548 full time)</b>

### **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
<b>Qualifications Educational/ Professional</b>	Educated to 'A' Level/NVQ or equivalent	Qualifications in community development e.g. in fundraising, strategic planning, monitoring and evaluation.
<b>Experience (not all gathered at the same time)</b>	<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"> <li>• working in a community development role</li> <li>• completing funding bids and of successfully gaining funding</li> <li>• setting up community organisations including CIC/CIO</li> <li>• leading or coordinating projects</li> <li>• community based research</li> <li>• delivering workshops and training courses</li> <li>• networking with a range of statutory, voluntary and community organisation</li> <li>• producing development and business plans</li> <li>• conducting organisational needs assessments</li> </ul>
<b>Skills, Abilities and Personal Attributes</b>	<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>

	<b>Essential</b>	<b>Desirable</b>
<b>Knowledge</b>	<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>
<b>Other</b>	<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>