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**JOB DESCRIPTION**

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| **JOB TITLE** | Northwood Together Community Organiser |
| **SALARY** | Scale SCP 29-33 £25,951 - £29,323 |
| **REPORTING TO** | Northwood Big Local Partnership and Home-Start Knowsley |
| **LOCATION** | Northwood Community Centre |
| **TERMS & CONDITIONS** | Full Time (37 hours per week, flexibly). Initial 2 year contract with the possibility of extension subject to funding and the needs of the programme. Start date ASAP |

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| **JOB SUMMARY** |
| Big Local is a 10 year programme funded by Big Lottery, which aims to achieve lasting change in 150 areas in England.It enables local people to identify and act on their own needs to make their areas a better place to live, now, and in the future.As part of the initiative Northwood Together (NwT) is a 10 year programme (now in its third year) which gives local people a chance to make a difference in their neighbourhood by raising aspiration, creating opportunities, and enriching lives. The Big Local programme is bringing £1M of Big Lottery funding to Northwood residents to make it a better place to live.A Delivery Plan has been developed through the Partnership Board formed to oversee it and make it happen. The Board wish to appoint a Community Organiser to work with them and, in co-operation with other services, to further the engagement of the community in the programme’s development and delivery.Home-Start Knowsley (HSK) is hosting the post on behalf of Northwood Together Big Local Partnership. The post holder will need to work in collaboration with the HSK Team and will be subject to all of HSK’s policy and procedures. |
| **KEY TASKS** |
| * Listen widely to people of all ages and backgrounds in their homes and in other locations to engage them in meaningful conversations which enable their voices to be heard, transforming their ideas into projects and enterprises, which build on strengths, meet needs and aspirations and tackle concerns in the community.
* Support the development of volunteers teams who will listen in the community, research, plan and take coordinated action.
* Work with the Chair/Board to support the development of the Big Local Partnership. This will include providing secretarial support to the Partnership and its various groups; arranging training and development opportunities; ensuring good governance; undertaking inductions for new partnership members; maintaining appropriate records and reports on work undertaken, and presenting these to the Partnership.
* Support the development and implementation of the Annual Action Plan and complete reports for the Big Local Trust.
* Collaborate with local groups and organisations to help them develop and articulate project ideas which identify and meet the needs of the area.
* Plan and deliver community engagement activities and events across the area, and as a team jointly collaborate with partners and other agencies across Northwood.
* Develop partnerships with the local community and political, public, voluntary and businesses sectors and collate an informal directory to identify appropriate support: formal and informal.
* Work proactively to link together local residents and service providers and specialist agencies.
* Identify funding streams or opportunities to enhance the scope and reach of the Action Plan and complete funding applications.
* Liaise with the Community Foundation for Merseyside re financial management of the project and develop and implement a monitoring framework for each funded initiative and activity.
* Maintain, update and further develop communication strategies through the programme’s digital presence via Team Work, Website, Facebook and Twitter accounts.
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| **ADDITIONAL RESPONSIBILITIES** |
| * Any activity which may reasonably be regarded as within the nature and the duties and responsibilities of the post as required by The Big Local Partnership Board
* Be committed to self-development and learning and undertake training and development deemed necessary for the pursuance of the post
* Observe and practice the Community Organiser Code of Conduct
* Work in conjunction with other teams to help ensure that the welfare of staff and public is fully considered in the design and implementation of any activities
* Comply with the Equal Opportunities Policy and Procedures in all employment practices
* Comply with all other Home-Start Knowsley policies and procedures including Health and Safety
* Partake in a flexible working pattern that will involve some evening and weekend work
* To lead in the production and promotional materials for the Northwood Together Big Local Programme
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| **PERSON SPECIFICATION** |

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| **Area** | **E = Essential****D = Desirable** | **Method of Assessment** |
| **Qualifications*** Educated to at least A Level/NVQ Level 3 or equivalent or above
* Good level of numeracy and literacy to enable the interpretation of financial and other quantitative data and the writing of coherent reports
 | EE | AA |
| **Experience** |  |  |
| * Training in, and practical experience in Community Organisation
* Successful track record of providing support to a partnership or board including; secretarial, governance, prompting re the vision and principles of the plan etc.
* Identifying with the vision in the plan, at least 2 years’ experience of supporting a community involvement programme or similar comprising of a number of projects and connected activities
* Proven track record of engagement at all levels with the local community, partners and stakeholders and business
* Evidence of developing, commissioning and supporting a broad range of community engagement projects, including writing briefs for consultants to deliver key pieces of work, running tender processes, and supporting Social Enterprises
* Successful track record of developing Action Plans, monitoring projects and producing appropriate reports to ensure targets are being met
* Proven experience in liaising with external funding organisations
* Ability to organise and co-ordinate awareness-raising and community events
* Experience in planning and managing own workload within established guidelines
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| **Knowledge and Skills** |  |  |
| * Ability to work independently and constructively within a team
* Some understanding of grant regimes and Social Investment
* Ability to monitor, evaluate, and evidence outcomes
* Excellent knowledge & skills in the use of social media, website management, and communications software to promote and inform
* Knowledge of Knowsley’s social growth agenda and provision available to local people to enable them to improve their life chances and local area
* Able to form trusting relationships through being a skilled listener, valuing the contributions of all social groups and ages, enabling people to articulate their needs and aspirations
* Demonstrate strong communication skills across all social groups and services, including skill in deep listening, written and oral skills
* Excellent administration skills
* Knowledge and understanding of equalities legislation and a commitment to fighting prejudice and discrimination in all its forms
* Have a valid full UK driving licence
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| **Other Requirements** |  |  |
| * To work flexibly around the needs of the team and programme including evenings and weekends
* Approachable, enthusiastic, and confident, with demonstrable personal resilience
* Commitments to proactively making face-to-face, grass roots engagements with residents in Northwood through frequent and regular outreach in homes and other venues
* Commitment to attend and apply training, travelling around Northwood and its environs and networking and learning opportunities, activities and events associated with the job
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| **A = Application Form I = Interview T = Task R = Reference** |  |  |
| **Prepared by PB/GW** |  |  |

Proposed interview date: 24th April 2017