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Job Pack

Community Development Officer

## This pack contains the following:

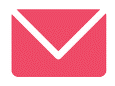
* About Community Action Sutton
* How to apply
* Role description and person specification

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Granfers Community Centre, 73-79 Oakhill Road, Sutton Surrey, SM1 3AA



020 8644 2867



enquiries@communityactionsutton.org.uk



@ComActionSutton



@CommunityActionSutton

## About Community Action Sutton

As the local infrastructure organisation, we support, develop and promote the voluntary, community and social enterprise sector in the London Borough of Sutton. We provide information, advice & guidance and support groups with a range of issues including capacity building, governance, finance and fundraising. We also provide number of services, including admin support, training and consultancy, a complete payroll service and community accountancy.

We have almost 300 voluntary and community groups in our membership. These vary considerably in size and scope ranging from small volunteer led community groups to large organisations employing larger cohorts of staff and providing services to significant numbers of local people.

We have many projects on the go at any one time as well as running our popular training courses and networking events and also our community centre. We co-ordinate and facilitate many different forums for the voluntary sector in Sutton. To ensure the sector is kept up to date with relevant news and information both locally and nationally we send out regular information via e-bulletins and through our social media platforms.

**Our Vision**

Promote equality and diversity and positive change for communities in the Borough of Sutton.

**Our Mission**

To LEAD and Act as a CATALYST in the advancement of the VCSE Sector as a strategic partner and deliverer of services in Sutton.

**Our Core Values – BE BRAVE!**

Bold Empowering, Build Relationships Active Voice Enterprising

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We are a small charity with 16 staff, based between Granfers Community Centre in Sutton and Hill House Community Centre in St Helier. Staff Currently work via a hybrid arrangement, part from home, part from the office. This role would be based at Granfers.

Community Action Sutton enjoys an open, flexible and energetic working environment, we support our staff to grow and develop both personally and professionally.

We all contribute and work to our core values to ensure the charity’s vision to promote equality & diversity and positive change for communities in Sutton is at the forefront of everything we do. We have built excellent working relationships with our key stakeholders and partners and work closely with the local authority.

## How to apply

To apply for this post you must complete a Community Action Sutton application form.

We encourage all applicants to read through the guidance notes before completing the application form.

Completed application forms should be emailed to;

[enquiries@communityactionsutton.org.uk](mailto:enquiries@communityactionsutton.org.uk)

Your application form must reach us by the closing date. Applications received after this date will not be considered.

## Key Dates

Closing date for applications: **Friday 28th October 2022 at 5pm**

Interviews will be held: **Tuesday 8th November 2022**

## Next Steps

If you are selected for interview, we will contact you by email confirming the details. If you have not heard from us within 2 weeks of the closing date, please assume that, on this occasion, your application has been unsuccessful.

## The Role

## 

**JOB TITLE:** CommunityDevelopment Officer

**RESPONSIBLE TO:** Head of Partnerships Impact and Equality

**SALARY:** £30,785 - £34,000 pa

**HOURS:** 35 hours per week including some unsociable hours (there will be some evening and weekend work for which time off in lieu will be given)

**CONTRACT:** Fixed-term until 31 March 2023 (Post subject to further funding)

**Purpose of the Post**

To deliver the organisations community development work, with a focus on supporting small community groups and groups working with marginalised communities in Sutton to start new projects and to attract new funding.

We value candidates with knowledge/lived experience of marginalised groups.

**Main Responsibilities**

**Community Development**

1. To identify communities of geography and of identity (including health inequalities, BAME, Faith, Disability and LGBT) and work with them to develop asset based approaches to responding to community need
2. To take use asset based approach when working with communities.
3. To support local community projects as identified through work with community members

**Funding**

1. To identify funding opportunities (especially outside of borough) to encourage and support groups to apply successfully.
2. To use and promote the Grantfinder system.

**Organisational Development**

1. To deliver organisational development support, including one to one work, training, events, workshops, to community groups.
2. To provide one to one support to community groups on a range of organisational development and management issues, including developing constitutions, legal structures, business planning, fundraising and signposting to specialist services as required.
3. To carry out organisational development checks to provide a baseline for Community Action Sutton development work, supporting the follow up actions/plans, and signposting to other Community Action Sutton staff or specialist services for specific support as appropriate.
4. To support community groups to achieve organisational quality standards, where appropriate.
5. To produce learning and development materials.
6. To contribute to the development and delivery of a programme of learning for voluntary and community sector organisations in Sutton.
7. To facilitate forums and networks

**General**

1. Ensure good practice in all development work, and ensure all delivery is effectively monitored in order to demonstrate impact.
2. Promote the delivery of Community Action Sutton services.
3. Be an active member of the Community Action Sutton Staff Team and attend all relevant meetings.
4. Receive and participate in supervision and training as deemed necessary and in line with Community Action Sutton policies.
5. Operate within and promote Community Action Sutton policies in areas of equal opportunities, health and safety and customer care.

**PERSON SPECIFICATION**

**Knowledge/Abilities**

1. Knowledge, understanding, and commitment to the process of community development
2. Knowledge and understanding of setting up and running small organisations including developing a constitution, developing strategy, committee members’ roles and responsibilities, development of policies and practices and running the day to day operation
3. Experience of searching for different funding sources and writing successful funding bids.
4. Knowledge of the legislative requirements that impact on VCS groups and in particular the role and requirements of the Charity Commission
5. Ability to communicate clearly and liaise with people at different organisational levels and from a variety of backgrounds
6. Ability to work in a facilitative way with community members and small groups which enables them to identify, analyse and meet community and organisational needs

**Personal abilities**

1. Ability and commitment to team work
2. Ability to take, and work on own, initiative
3. Ability to be self-servicing and use office equipment, including IT skills in Word and Excel
4. Ability to work flexible hours i.e. weekends and evenings
5. Understanding of and willingness to work within an Equal Opportunities Framework

**Experience/Qualifications**

1. Experience of supporting individual community members to become community activists
2. Experience/knowledge of working with inequality / marginalized groups
3. Experience of working with community/grassroots groups
4. Experience of developing and delivering learning programmes
5. Experience of supporting partnerships/network and forums
6. Experience of monitoring and evaluation frameworks