



Job Description

Job Title:	Community Development Officer (aka VS Consultant)
Base:	Home/Havant - flexibility/willingness to travel & work in other locations.
Salary Band:	E
Hours:	25 hours per week
Reports to:	Voluntary Sector Engagement Manager
Contract:	Permanent

Community First was established in May 2012 following a series of mergers between Havant Council for Community Service, Community First East Hampshire, Winchester Area Community Action, Fareham Community Action and most recently Community First New Forest. We offer information, support and advice to Voluntary, Community and Social Enterprise organisations and provide a range of services which benefit communities and support vulnerable people.

The role of our Voluntary Sector Capacity Building Team is to provide bespoke infrastructure support that is designed to help to strengthen, empower, build resilience and support growth in the Voluntary, Community and Social Enterprise (VCSE) sector. The aim of the team is to support a vibrant voluntary sector that is fit for the future and encourages an entrepreneurial and sustainable approach to empowering communities.

Job Purpose

To provide high quality, effective and targeted support and guidance to voluntary and community groups in Havant. Promoting local voluntary and community action, innovation and sustainability in service delivery. Providing one to one support to organisations where necessary whilst encouraging self-help practises to those organisations that are able to self-serve. Specific outcomes we're seeking to achieve are

- Voluntary and not-for-profit organisations feel supported, well networked and easily able to access the advice and information they most need.
- The voluntary and community sector is resilient and ambitious, and evolving confidently to meet future challenges and opportunities.

Responsibilities

- To work collaboratively as part of the Voluntary Sector Capacity Building Team and wider Community First staff team to offer a quality support service to voluntary and community organisations.
- To assist local VCSE organisations in accessing appropriate funding and business planning support. Offering mentoring, guidance and programmes of training, in partnership with our Training Team, in order to support VCSE organisations to achieve their aims.
- Provide an information service to promote the work of voluntary sector organisations including the development of community directories.
- Proactively promote membership of Community First, in partnership with our Marketing department.
- Work with current or aspiring voluntary and community organisations to identify their challenges, development needs and opportunities in order to work towards a sustainable future.
- To support and mentor voluntary organisations in embracing change programmes that respond to our commissioner's transformation requirements.
- To organise events and forums to benefit residents and voluntary organisations.
- To ensure a good working knowledge of the voluntary sector and communities across our geographical area, in order to promote partnership working, identify gaps and offer bespoke support.
- To attend and organise relevant network and partnership meetings across the district, supporting the strategic development of organisations and representing the sector.
- To partner and work alongside staff in statutory organisations e.g. District Councils, County Council, NHS and Police.
- To build and maintain positive working relationships with local communities and organisations, to include the statutory and commercial sectors.
- To keep up to date with relevant legislation, policy and best practice.
- Keep the information on our #Connects group support website pages fresh and up to date.

- Support the development and use of new IT support in the form of self-help toolkits.
- To record in Community First's CRM and produce timely and accurate reports showing outputs and outcomes delivered against set targets.
- Ensure excellent customer service and satisfaction from service users and service commissioners.
- To embrace and respond to the dynamic nature of our internal organisation change programmes.
- To undertake any other duties which are relevant to the post and/or duties which may be requested and which are relevant to this service/ SLA agreements and contracts

Key Deliverables

- To ensure the key performance measures set out by Hampshire County Council & Local District Councils are met.
- Actively promote membership aiming to sign up all groups supported as members of Community First.

Standard Terms Common to all Job Descriptions

- To promote Community First's Equal Opportunities and Diversity policy.
- To comply with all Community First policies and Conditions of Service as laid out in the Community First Staff Handbook.
- In discharging the duties of the post to have due regard to the provisions of Health & Safety at work legislation.
- To undertake such additional responsibilities appropriate to the role as maybe required and agreed by the funding partners, commensurate with the grade and responsibilities of the post.



Person Specification

Essential skills and experience

- ❖ Experience of supporting, empowering and giving 1:1 support to voluntary and community groups.
- ❖ A good working knowledge of legal structures and governance requirements for community and voluntary groups.
- ❖ Previous experience of constructing funding bids/grant applications and a good working knowledge of major and smaller grant making bodies.
- ❖ Effective communication skills, including the ability to network across all sectors. Good presentation skills and a willingness to present in meetings.
- ❖ A good up to date working knowledge of the voluntary sector generally and the challenges and opportunities.
- ❖ Knowledge and experience of partnership working with public, private and voluntary sector organisations and supporting local partnerships.
- ❖ Experience of community engagement, mapping services and identifying gaps.
- ❖ Ability to work on your own initiative and as part of a wider team.
- ❖ Excellent administrative and organisational skills, including time management and record keeping, to meet multiple deadlines and agreed objectives and targets.
- ❖ The personal resilience and ability to work under pressure, meet deadlines and embrace change and transformation.
- ❖ A willingness to work outside the office environment, occasional unsocial hours including weekends and evenings and travel throughout Hampshire.
- ❖ Experience of Microsoft & Google applications, including Word, Excel, Google Docs / Mail and PowerPoint
- ❖ A commitment to the principles of equality, confidentiality and data protection.

Desirable skills and experience

- ❖ A good working knowledge of statutory organisations including local authorities, NHS, Police, Fire and Rescue.
- ❖ Experience of working with the financial issues being experienced by community organisations.
- ❖ Experience of having worked in a volunteering setting alongside volunteers.
- ❖ Good local knowledge of Havant Borough Council area.

Qualifications

- ❖ A good standard of education (e.g. GCSE's or equivalent including Maths and English).



Community First **CONDITIONS OF EMPLOYMENT**

1. Job Title
Community Development Officer (aka Voluntary Sector Consultant)

2. Salary
Salary: £23,088.00 per annum Full Time Equivalent
Actual salary £15,600.00 per annum

3. Hours of work
Part time 25 hours per week

4. Holiday Entitlement
25 working days paid leave in each leave year in addition to Bank Holidays (pro rata).

5. Conditions of Appointment
A three month probationary period applies to this post

6. Place of work
Based at home and local office covering Havant Borough Council area

7. Pension Scheme
Following successful completion of your probationary period, you will be automatically enrolled in CFW's NEST pensions scheme, provided you meet the Qualifying requirements. CFW will provide employer contribution in line with the provisions of the scheme. You will retain the option to opt out the scheme should you so wish.

8. Accountability
The Voluntary Sector Consultant will be accountable to Voluntary Sector Engagement Manager

April 2022