



Community Builder

(Initial fixed term contract to 31st March 2024)

Hours of work: 37 hours per week (Full-time) to include some evening and weekend hours. (Part-time hours also considered).

Salary: £30,000 per annum

Holiday: 25 days per annum plus Public and Bank holidays

Responsible to: Community Alliance Deputy Chief Officer

Location: Nigel Copping Building, Sanville Gardens, Stanstead Abbots, SG12 8GA. You may be occasionally required to work off-site.

Purpose of Job: This is a new and exciting opportunity to lead, grow and shape support for communities and voluntary organisations across Broxbourne and East Herts.

Our Community Builder will have previous experience of enabling groups to build their own capacity and will be an excellent networker and ambassador for the local voluntary sector. They will have good communication, administration and IT skills and be confident to work independently as well as within a team of highly motivated paid staff and volunteers. This post requires an enhanced DBS Check

Key Duties and Responsibilities

Leadership

- Work with community organisations, key partners and local stakeholders to discover the strengths and assets of the local area.
- Represent Community Alliance at local, District and County level where appropriate.
- Establish new community networks with positive working relationships across the voluntary sector and partnership agencies
- Consult with and listen to local organisations to set up mutual support, mentoring and training opportunities, workshops, and events.
- Promote good practice and diversity within the Broxbourne and East Herts Voluntary Sector, paying specific attention to the representation of under-represented groups.

Nurturing and Developing Communities

- Provide ongoing support to build the capacity of our communities through face to face contact, telephone, email, signposting, information provision and facilitated peer group support.
- Support the development of established and newly formed groups and organisations with set up, status, governance, funding, recruitment and sustainability.
- Provide training and support to community organisations to provide them with increased skills and knowledge.
- Upskill local groups to develop systems for measuring their effectiveness.

Effective working relationships

- Collaborative working with local organisations, key partners and funders, promoting and engaging in partnership working across all agencies.
- Identify and engage new partners and opportunities for community development.
- Manage and promote external Community Grant Funds where requested, leveraging in additional or match funding where possible.

Promotion and communication

- Collaboratively plan and implement promotional activity designed to create a positive view of Community Alliance and the local voluntary sector.
- Use Community Alliance social media and ebulletins to engage local people and organisations in the public, private and voluntary sectors.
- Support and contribute to other formal and informal communications and conversations.

Effective Administration

- Maintain accurate and up to date records of local organisations through established Community Alliance systems.
- Support the Community Alliance CRM and registration of local groups and organisations.
- Review and evaluate work, submitting reports and presentations where necessary.

Working Practice/General duties

- Engage in regular supervision sessions with line manager.
- Attend Community Alliance Team meetings and undertake identified training and other work appropriate to the post.
- Promote the work of Community Alliance in Broxbourne & East Herts
- To support other administrative and operational staff as required
- Work in a way that is consistent with the philosophy and values of Community Alliance and in accordance with Community Alliance policies and practice

Person Specification

Previous experience of:

- Working in a community engagement role in a paid or unpaid capacity
- Collaborative and/or partnership working
- Developing, managing, delivering innovative programmes or services
- Managing a varied workload
- Reviewing and collating information and/or data.

Knowledge and Skills

- Understanding of asset based community development
- A good understanding of the voluntary and community sector and the benefits of volunteering
- Knowledge of safeguarding and other compliance issues
- To make connections to create a desirable outcome
- Ability to facilitate and support partnership working.
- Excellent written and verbal communication.
- Ability to network, and influence across wide audiences
- Good Administration and IT skills

Personal Qualities

- A commitment to diversity and inclusion
- A passion for people and the drive to engage and connect with them
- Energy, enthusiasm, imagination and determination
- A Friendly and approachable personality
- A Flexible approach to working hours

Preferable

- Ability to travel ideally with own transport
- Knowledge of the community and geography of Broxbourne and East Herts