**Job Description**

**Job Title - Community Development Officer (West Lancs Community Champion Scheme)**

**Reports to – West Lancs CVS Operations Manager**

**Salary Scale – NJC Scale 6 Point 21 - £26,511 (pro-rata)**

**Hours – Part-time (25 hours per week)**

**Contract – 12-month fixed term (could be extended subject to additional funding)**

**Background to West Lancs CVS (WLCVS)**

WLCVS is a registered charity and the local infrastructure organisation (LIO) for the borough of West Lancashire. LIOs are often referred to as umbrella organisations which provide capacity building support to local VCFSE organisations and community groups. The core services of the LIOs are to encourage and support volunteering, help to raise funds, provide networking, sector communications, sector representation and partnership brokerage especially with the public sector and commissioners. LIOs like WLCVS also develop and incubate new services such as Social Prescribing in West Lancashire.

**Background to the Community Champion Scheme (CCS)**

West Lancs Borough Council (WLBC) and WLCVS have worked in partnership to bid successfully into the Government’s “Community Champion Scheme”. The funds will aid community-wide recovery from the Covid-19 pandemic as well as building the capacity and resilience of the West Lancs community to work together to improve connectivity and integration within and between local neighbourhoods and residents.

The CCS will develop a network of volunteer Community Champions, enhancing existing assets, resources, and programmes to supportand increase outreach, engagement and communication with residents disproportionately impacted by Covid-19. This will encourage:

* community responses to the pandemic
* enhanced residents’ participation in tackling inequalities
* increased mutual support within communities
* creation of long-term sustainable beneficial change

**Main Tasks:**

* To support West Lancashire VCFSE capacity building through community development work across the borough.
* To lead on the support and development of existing and emerging partnerships and thematic groups in the three neighbourhood areas (Skelmersdale/Upholland, Ormskirk/Aughton and Northern Parishes) through attendance at and/or facilitation of such meetings.
* Support the recruitment and assist the mobilisation of Community Champion volunteers, being the key link between them, the WLCVS Volunteer Centre and VCFSE groups, ensuring the Community Champions cascade positive and factual information to the local communities.
* Encourage VCFSE groups in the three neighbourhood areas to recruit and support Community Champion volunteers within their own organisations in conjunction with the WLCVS Volunteer Centre.
* Encourage VCFSE groups and Community Champions to support asset mapping process for the CCS in the three neighbourhood areas.
* Collaborate with the WLCVS Comms Team to support the cascading of key Covid-19 messages within the three neighbourhood areas and exchange and report information about VCFSE community activities/events.
* To link and encourage local VCFSE groups to the CCS Grant Scheme.
* To provide or link local VCFSE groups to other WLCVS services e.g., volunteering, funding support, governance support and training opportunities.
* To support the CCS team in the development of a VCFSE database and directory of service.
* To support WLCVS/CCS activity around increasing awareness of healthier lifestyles and improving uptake of self-care in the West Lancs communities.

**Other Duties:**

* Participate in and contribute to organisational/team or external meetings.
* Provide reports for CCS team, senior management and Board as required.
* Provide cover for other team members as appropriate.
* To work in accordance with the policies and procedures of WLCVS as the employing organisation.
* To undertake any relevant training.
* To carry out any other reasonable duties associated with the delivery of the CCS and/or to support WLCVS’s infrastructure role.

**Community Development Officer – Person Specification**

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| --- | --- | --- | --- |
| **Quality** | **Essential** | **Desirable** | **Measure** |
| Education and Training | A qualification/training in Community Development work and/or recent relevant experience |  | A/I |
| Job Experience and Skills | A clear understanding of the principles and practice of community developmentSubstantial, demonstrable community development work experienceExperience of project delivery and reportingExperience of working with communities that have different socio/economic backgroundsKnowledge and an understanding of the West Lancs area and communitiesDemonstrable ability to build and maintain effective working relationships with different communities and a variety of external organisationsExcellent written, presentation and oral communication skillsExperience in the use of Microsoft Office | Recent experience in a similar roleExperience of working in the West Lancs areaDatabase experience | A/IA/IA/IA/IA/IA/IA/IA/I |
| Personal Qualities and Abilities | Ability to work on own initiative and as part of a teamAbility to travel and work across the West Lancs boroughAbility to work under pressureA flexible approach to tasks and working hours |  | A/IA/IA/IA/I |

**Key:**

A – Application

I – Interview

Please note that applicants will be selected on basis of information provided in relation to the above essential and desirable requirements.