

**Job Title - Community Development Officer**

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

**Salary Scale – NJC Scale 5 Point 16 - £28,282 (pro-rata)**

**Hours – Part-time (21 hours per week)**

**Contract – Initially a 12-month contract (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 voluntary sector 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 West Lancashire.

**Community Development function**

This new post is part of our UKSPF funded work to strengthen local civil society and community groups by enhancing and expanding CVS capacity building work.

Through this post we will be offering enhanced support around funding and governance advice and information to new and established voluntary and community groups, as well as exploring new and innovative ways of providing infrastructure support.

The post holder will work alongside our existing Community Development Officer to expand the support we provide around start-up and development of groups – with specific expertise around governance issues.

**Community Development Officer - Job Description**

**Main Tasks:**

* Support capacity building in West Lancashire communities through outreach and development work across the borough.
* Support community members to start up and develop their groups and offer guidance around governance and charitable structures.
* Identify third sector training needs and source/manage suitable training/development provision.
* Support the development of existing and emerging networks / partnerships through identification of themes, attendance at and/or facilitation of such meetings.
* Support the recruitment and assist the mobilisation of volunteers, linking with WLCVS volunteering staff.
* Support the WLCVS Comms Team to gather information about community activities/events and sector developments.
* Link with and encourage local third sector groups to access WLCVS funding support and grant schemes.
* Explore new and innovative ways of providing infrastructure support

**Other Duties:**

* Participate in and contribute to organisational/team or external meetings.
* Provide reports for senior management and Board of trustees as required.
* Provide cover for other team members as appropriate.
* Work in accordance with the policies and procedures of WLCVS as the employing organisation.
* Undertake any relevant training.
* Carry out any other reasonable duties associated with the delivery of WLCVS services infrastructure role**.**

**Additional Information**

* The CVS team works flexibly both in terms of hours and location – according to individual roles and responsibilities. The Community Development Officer will predominantly work from the Skelmersdale Ecumenical Centre but will frequently travel across the borough to visit groups/organisations. This role cannot be solely home based.
* Attendance at evening/weekend meetings may be required, for which time off in lieu will be given.
* The Community Development Officer will be firmly committed to the Nolan principles - our benchmark for expected professional standards.

**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 experienceKnowledge and working experience of charitable, community group structures and governanceExperience 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 writing / supporting groups to write successful funding bidsExperience of working in the West Lancs areaDatabase experience | A/IA/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.