

JOB DESCRIPTION

Community Connector

Job Description

Post title:	Community Connector
Employed by:	Lyde Green Community Association CIO (LGCA). Registered Charity no. 1172725
Accountable to:	Manager
Responsible for:	Volunteers
Contract:	Permanent
Hours:	21 hours per week (core hours plus some flexibility for evening and weekend work to suit community need), Able to attend adhoc evening and weekend events.
Location:	Within the Lyde Green Community. Office is situated at the Lyde Green Community Centre, Thistle Close, Emersons Green, Bristol, BS16 7GW.
Salary:	£23,000 pa pro-rata, plus 3% pension
Annual leave:	33 days per annum (pro-rata, including bank holidays)

Job Purpose

To connect individuals and businesses within Lyde Green to create a stronger and more thriving community.

The post-holder will be responsible for enabling and supporting resident-led initiatives and volunteer groups that benefit the local community and for managing the LGCA volunteers.

They will be passionate about building on assets within the community and listening to their concerns, challenges and opportunities. They will then work with the residents, LGCA's manager and partners to develop and coordinate local activities that build on the strengths of those within the local community.

The post-holder will be responsible for care and support of the LGCA's volunteers, recruiting and nurturing them within a safe volunteering environment.

Background and current priorities

Lyde Green Community Association CIO is a registered charity that was set up in 2017 by residents for the benefit of the community in Lyde Green. The Trustees are mainly residents, and all have the objective of generating community spirit and making Lyde Green a great place to live and visit.

We organise community events, run the Lyde Green Community Centre and work with local partners, to influence issues that matter to Lyde Green residents. The Community Centre offers activities to over 100 people a day with a good timetable and trusted hirers.

The LGCA's community development work grew further during the pandemic supporting the local community response volunteering group, offering information and advice to residents and virtual community activities.

Now that the Centre is open, we are very keen for an engaging and motivated community connector to run regular listening events, engage with partners and residents to create a community plan and ensure that resident's voices and views are heard. The connector will help residents come together and contribute to Lyde Green's community using their skills, interests and experience. They will support volunteer groups and activities and run community events. They will also need to start to set up a volunteering structure and slowly but sustainably grow our volunteer team at the Centre, with support from the manager.

The post-holder will be part of a team of four, including their manager and two administrators. A commitment to the values of LGCA is important for all staff. LGCA Values are that we're Open and Honest, Respectful and Professional, Passionate, Inclusive, and Proactive and Creative.

Main duties and responsibilities

1. Community Development Work

- Use an asset-based community development (ABCD) approach to grow the community and charity's activities
- Identify the needs of local residents and gaps in service provision, using a range of listening and engagement techniques and observing ABCD principles.
- Based on identified needs, develop and build capacity of community groups to develop a diverse programme of activities, accessible to all residents with measures to identify and engage members of disadvantaged groups.
- Provide support to residents of Lyde Green to enable them to influence key decisions about how their community develops and to organise and deliver their own local activities as appropriate.
- Develop and maintain a community plan working closely with partners across Lyde Green and collaborate to deliver it.

2. The Community Centre

- Facilitate activities at the Centre, particularly within school holidays.
- Be part of a welcoming and supportive environment in the Centre
- Work collaboratively with the LGCA team to support Centre activities where required.

3. Management of volunteers

- Work with the manager to set up a safe and supportive structure for volunteers.
- Build strong relationships with volunteers and nurture and develop them to actively engage as they choose.

- Manage volunteer's data securely and in line with our Privacy and Data Protection Policies.

4. Partnerships & fundraising

- Develop relationships with local partners to respond to the needs of the community to deliver the community plan.
- Support the activities of the Lyde Green partnership, led by the Manager.
- Identify and secure funding to support community activities and assist new community groups to secure resources.

Person Specification

Personal qualities of the post holder are important. The post holder will need strong relationship development skills, be empathetic and positive. They must be passionate about helping individuals develop and grow to benefit the community.

Essential Experience

- Proven success in community development and engaging a range of stakeholders
- Success in supporting and building the capacity of community groups.
- Experience of running community listening exercises
- Volunteer supervision

Essential Skills, Abilities and Attitudes

- A commitment to asset-based community development approach and diversity.
- A commitment to LGCA's values
- An empathic and supportive approach to working with individuals
- Ability to engage and generate enthusiasm and interest with a wide range of stakeholders, including hard-to-reach groups.
- Excellent listening and communication skills.
- Good organisational skills
- Excellent digital skills, including use of social media and websites
- Flexible approach to working hours
- Self-motivated, confident and able to work on own initiative
- Positive 'can-do' attitude
- Able to work as part of a diverse team which includes staff, Trustees and volunteers

Education and Training

- Computer literate with proficiency in Microsoft Office including Power Point, Word and Excel.
- GCSE grades C or above in English and Mathematics (or equivalent).

Desirable skills and experience

- Experience of working in a Community Centre or hub
- Proven success in developing community and operational plans
- Use of Teams and online collaboration spaces.
- Experience of advising community groups on funding and governance

- Understanding of marketing techniques

Special notes and conditions

- You are likely to need to work occasional evenings and weekends and apply a flexible approach to your working week in order to support the community.
- In addition to the LGCA's expenses policy, if you use your vehicle on authorised LGCA business, you will receive a mileage payment. The allowance is provided on the condition that your own insurance covers you for business use and indemnifies LGCA against claims (including those concerning passengers) arising out of the use of the vehicle on official business.
- LGCA is committed to safeguarding and promoting the safety and welfare of children, young people and vulnerable adults.
- This post is subject to a DBS check and is exempt from the Rehabilitation of Offenders Act. All offences will be considered. The type of DBS check will depend on the nature of the services that are offered by the charity.
- In return for your commitment and dedication to LGCA we will provide regular training opportunities, active supervision and an individual development plan. We also have a number of partners working with us who can offer you on-the job training and development.