



Leicestershire Cares

Job Description

Job Title:	Community and Business Development Officer
Job Title:	Powering On
Job Purpose:	To organise and deliver team, social and festive challenges and provide administration support to ensure the smooth running of our community development work.
Reports to:	Head of Programmes
Weekly hours:	21 hours per week to be worked flexibly in agreement with manager.
Contract type:	Permanent. Funded by TLNCF until 30 th June 2028.

Background and brief description of project

Leicestershire Cares is an award winning, creative and results-orientated charity that works across Leicester, Leicestershire and Rutland.

We work with local businesses, community, schools and local government to ensure that no one is left behind and all children and young people are supported to reach their potential. Our approach to working with young people is based on our [‘Power to Change’ model](#) and our [vision, mission and values](#).

Our Community Development Work

We have won three years funding from The National Lottery Community Fund to develop and deliver our Powering On project which aims to support at least 180 young people annually in gaining essential soft and hard skills, alongside stronger networks and confidence. The project will deliver the following impact for young people:

- *Support disadvantaged young people to address pressing issues (e.g. housing, finance, wellbeing) so they can stabilise and develop.*
- *Building peer groups and create a sense of collective identity, enabling young people to collaborate creatively, share experiences and influence local decision making.*



- *Bringing together local businesses, community groups and statutory agencies so the needs to young people can be better understood and met.*
- *Encouraging systematic reflection and learning, including measuring outcomes (e.g. number of participants going into education or training, improved emotional health, stronger community cohesion.)*
- *Championing inclusive youth-led community development, so that long term local policy and practise becomes more joined up, collaborative and responsive to young people's aspirations.*

Main Responsibilities

The postholder will take the lead in developing and overseeing the delivery of our team, social and festive challenges and providing administration back up to the community development team.

Community Development (CD) Work

Pro-actively seek to build and maintain relationships with Leicestershire Cares' community partners and wider community to identify how business partners and volunteers can best support them.

Pro-actively build relationships with business member companies and business volunteers to engage them in our community development projects.

Establish a list of opportunities and projects that will include team challenges, that business partners can participate in.

Be main link between community groups and business partners, who oversees the setting up of team challenges and other support activities.

Publicise the work of CD team using a range of social media including our website, Twitter and Linked in.

Attend activities and Team Challenges to take pictures and ensure all is going well.

Identify individual volunteers and companies who have performed to a high standard and deserve a Leicestershire Cares award.

Work with the other team members to identify and seek opportunities to further develop the work of the project.



Ensure all relevant health and safety, equal opportunities, data protection and safeguarding issues are understood and acted on across the work of the projects.

Administration and Finance

Ensure all internal and external administration requirements are understood and implemented across the project.

Provide administrative support to the head of programmes, as and when required.

Keep systems updated to ensure accurate monitoring of numbers of group supported and numbers of volunteers involved.

Planning, monitoring, evaluation and reporting

Develop a relevant workplan with key performance indicators and update monthly.

Attend team meetings and monthly supervision to discuss progress against work plans. This will involve analysing what is working, what is not and what action needs to be taken. You will also

disaggregate data on participants and outcomes so we are better able to understand who is benefiting from our work and actions we might need to take to increase diversity and inclusion.

Ensure you understand and implement donor/TNLCF reporting and record keeping requirements in line with internal and TNLCF reporting requirements and all milestones and deadlines are met. Currently data is uploaded on to our lamplight data base and analysed and acted against at the end of each month. Quarterly and annual reports are prepared at the end of the financial year and or donor year.

As and when required provide “hard” and “soft” updates and case studies for CEO, board, current and potential donors.

Contribute to production of Powering On annual and “special” report

Communications

Provide regular updates for our website and twitter /social media accounts.

As and when required produce or commission production of user friendly briefings and updates on our work.

As and when required produce or commission production of PR materials such as flyers and posters.

Support team to organise and deliver seminars, webinars and conferences.



Promote the support of the TNLCF for the project and as and when required participate in TNLCF promotional events.

General

Work constructively as part of the Leicestershire Cares team, participating in team meetings, sharing relevant learning and collaborating on joint tasks as and when required.

Play an active role with other key staff in planning and delivering Leicestershire Cares Week, two annual champions meetings and our annual awards ceremony.

Understand and implement all relevant Leicestershire Cares admin, finance, HR, logistics, equal opportunities, health and safety, data protection and safeguarding policies.

As and when required take on additional duties and/or cover for colleagues as directed by line manager, or other senior managers.

Person Specification

Essential

Effective communicator who is confident communicating face to face or virtually with a wide range of community and business partners.

Ability to work with and develop relationships with business sector so they are willing to support our community work.

Ability to build relationships with a diverse range of community groups across the city and county and willingness to develop your understanding of the issues faced by disadvantaged groups so we know best how to support them.

Proven experience of providing administrative support to a busy and adaptable team.

Strong proven commitment to promoting diversity and inclusion in your work .

Highly organised with ability to organise and work creatively and adapt to changing circumstances and demands.

A “completer finisher” able to plan own work with minimal supervision, being able to “juggle” competing demands, set work plans, meet deadlines, produce timely reports and monitor and evaluate impact.

A “can do” creative, agile and flexible, problem solving attitude and willingness as and when required to work occasional evening or weekend.



Confident networker who enjoys meeting people and building relationships in a diverse range of formal and informal settings.

Strong commitment to ongoing reflection and learning.

A team player, who is willing to reflect, learn, share and if required challenge.

Full driving licence and use of car with business insurance. Mileage is paid at current rate of 45p per mile.

Confident IT user at ease with Microsoft packages (Word, PowerPoint and Excel) and competent with video meeting software such as MS Teams.

Desirable

A relevant professional qualification.

Experience of working with and supporting volunteers.

Experience of working with business sector.

The links below will give you an idea of the scope of work we develop and deliver.

<https://www.leicestershirecares.co.uk/about-charity/news-events/>