**Leicestershire Cares**

**Job Description**

**Job Title: Development Officer Community Development**

**Job Purpose:** To lead and coordinate the development, planning, delivery, promotion, monitoring, evaluation and reporting of Leicestershire Cares community development work

**Reports to:** **Head of Operations, Community and Communications**

**Background and brief description of project.**

**Our vision.**

An inclusive and safe Leicester, Leicestershire and Rutland where nobody is left behind, and all children and young people are supported to reach their full potential.

**Our mission.**

We broker partnerships and create opportunities across Leicester, Leicestershire and Rutland that enable the business sector to understand community needs, contribute to the growth of inclusive, safe communities and to support and inspire children and young people in their transition to the workplace.

**Our values.**

**We believe in partnership.**

We broker partnerships between business, local government, schools and community groups so they can share skills and knowledge to deliver lasting positive change for disadvantaged groups and individuals.

**We believe in the power of employee volunteering.**

We believe that employee volunteering enables volunteers, community groups and individuals to develop skills and understanding and is a highly effective way of strengthening communities and increasing employee engagement.

**We focus on impact.**

We focus on impact and ensuring the work we carry out delivers meaningful and lasting positive change.

**We are inspiring.**

We inspire people and orginisations to identify their aspirations and to reach their full potential by thinking creatively and testing innovative approaches.

**We are Inclusive.**

We seek to learn from the rich cultural diversity of Leicester, Leicestershire and Rutland and to build cohesion across community groups and to remove barriers to people’s participation.

**We are committed to learning and development.**

We continually review the community need and are agile enough to adapt and improve the services we offer to work in a mutually beneficial way with relevant organisations.

Leicestershire Cares is an award winning, vibrant, results-orientated local charity that works in partnership with community groups, business and local government to tackle exclusion and poverty. We have a vibrant and creative portfolio of Community Development (CD) work that includes the “Together project” <https://www.leicestershirecares.co.uk/get-help/community-groups/>

At the heart of all our community development work is a desire to connect business with community so nobody is left behind. This includes businesses developing the capacity of community groups by:

*Doing practical DIY and gardening type work for local community groups in team away days.*

*Providing and delivering social sessions for vulnerable groups.*

*Sharing skills through training and one to one coaching.*

*Organising workplace collections to support vulnerable groups.*

We are increasingly trying to develop and deliver a “wealth creation” approach to community development that encourages, business, community and local government partnerships.

<https://www.leicestershirecares.co.uk/about-charity/news-events/wealth-creation-and-community-development/>

The post holder will manage a part time post (14hrs) who will organise team and social challenges.

***Main Responsibilities:***

**Work with community groups**

Proactively seek to build relationships with wide range of community groups who would benefit from our work.

Carry out ongoing needs assessment so we are aware of the support community groups require from business sector.

Identify opportunities for team and social challenges and carry out all necessary scoping and health and safety checks.

Match businesses with community groups and facilitate and support activities taking place.

Coordinate training and skills exchange seminars between business and community groups.

Promote the work of Leicestershire Cares within the community sector.

Ensure all work you develop, and deliver is compliant with relevant safeguarding and health and safety requirements.

**Work with Local Government**

Proactively build relationships with city, county and district council staff who work on community development issues.

Seek to ensure work we are developing and delivering “adds value” to wider community development initiatives and is known across council departments.

**Work with Business**

Build and maintain strong relationships with Leicestershire Cares member companies so you are able to match them to community “needs” that are of interest to them.

Network the business sector recruiting new members and identifying new ways Leicestershire Cares can work with business to support them delivering purposeful CSR.

**Administration and finance**

Ensure all internal and external administration and record keeping requirements are understood and implemented across the project and are compliant with GDPR requirements.

Work with finance staff to ensure all financial reporting requirements are understood and implemented across the project.

**Planning, monitoring, evaluation, reporting and PR**

Ensure a relevant workplan with key performance indicators is developed and updated on a monthly basis. This will involve analysing what is working, what is not and what action needs to be taken.

Coordinate and oversee quarterly reviews of the work of the project that actively includes community groups and key stakeholders.

Ensure donor reporting and record keeping requirements are understood adhered to and all deadlines are met.

As required attend and feed into donor practice sharing and learning events.

Implement and maintain office systems, including comprehensive management information to donor audit standard. Ensure data and activities are accurate and up to date in order to provide effective monitoring and evaluation of the scheme.

Provide updates that include “hard” and soft data, this will include case studies.

Be able to share learning arising from the work of the project to a wide range of audiences in a creative range of formats such as written reports, one-page success stories, web blogs, **regular tweets,** group presentations and one to one meetings.

Provide an annual report.

As and when required provide briefings for the board.

**Management**

Provide part time and temporary staff with induction, supervision and management.

Ensure staff you manage have a workplan and are delivering and reporting on KPI’s as required.

**General**

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

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

As and when required take on additional duties and/or cover for colleagues as directed by line manager or CEO.

**Person Specification**

**Essential:**

Proven experience of developing and delivering community development work.

A good understanding of the many complex and overlapping issues that lead to disadvantage discrimination and how “joined up local action” can overcome these.

Ability to proactively build effective working relationships with wide range of stakeholders in community/voluntary, local government and keep up to date with relevant practice and policy developments.

Strong proven commitment to promoting equality and diversity in work and proven ability to work with culturally diverse groups.

**An entrepreneurial approach to development and the ability to work with and engage businesses in the work of the project.**

**An awareness of corporate social responsibility and the role business has to play in community development.**

Ability to manage and motivate staff.

Ability to organise and plan own work with minimal supervision, being able to “juggle” competing demands, set work plans, meet deadlines, follow relevant finance, admin procedures, produce timely reports and monitor and evaluate impact.

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

Emotional resilience to cope with the stresses and strains caused by working with at risk/disadvantaged/ vulnerable groups.

Ambition to grow and diversify the project and willingness to work with Leicestershire Cares staff to identify and win new resources for the project.

Strong commitment to ongoing reflection and learning.

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

Confident IT user at ease with Microsoft packages.

Full driving licence and use of car. Mileage reimbursed at 45p per mile

**Desirable**

Previous experience of working with businesses

A relevant professional qualification.

**This job description is subject to review and change as the needs of Leicestershire Cares evolve**