



Role Profile

Role Title:	Community Development and Events Co-Ordinator
Department:	Advice Service
Reporting To:	Community Services Manager
Salary Range:	SCP 20-25 (£19,819-£23,111)

To develop, maintain and improve new and existing relationships with a range of community partners and support the creation and development of new organisations.

To lead on community events, being responsible for planning, delivery and evaluation, in conjunction with other WCC officers and members, community partners and statutory and voluntary organisations.

Key Duties

Your key duties, are including but not limited to the following:

- To act as WCC liaison with Resident Associations, supporting creation of new associations where gaps exist.
- Develop and support relationships with community groups across the parish and within the wider city, with particular focus on currently under-represented or marginalised groups locally, such as supported / sheltered housing schemes, schools, BAME groups and younger people.
- Support local people to create new organisations, including constituted groups, registered charities and similar, including development of relevant policies, paperwork and governing documents. To work with new and existing partnerships to develop sustained and independent community activity.
- Develop and maintain links to local businesses, especially those within the industrial estates of the WCC parish.
- Develop and deliver an annual training and development programme for local groups.
- Increase levels of volunteering across the Woughton parish, focusing on achieving outcomes linked to organisations service plans and aims.
- Lead on resident involvement, through surveys, engagement events and similar.
- Coordinate, develop and deliver a range of events, creating an annual calendar of activities, building community engagement, involvement and empowerment. To include both large scale events (annual festival, Remembrance parade, Summer Ball) and smaller events, such as networking breakfasts, advice sessions and training workshops.
- Develop a range of publicity material that promotes WCC, our services and events and builds a recognisable visual image, in line with relevant branding and marketing guidelines.
- Monitor, maintain and update local services directory / residents welcome packs.
- To support, where necessary, the Woughton Advice Service provision, especially in the absence of other staff members



- To comply with all policies, procedures, programmes and projects determined by Council or Committees.
- To take reasonable care of the health and safety of yourself and others.
- Any other reasonable duties, as requested by your Line Manager.

Personal Specification

Experience

Essential

- A non-judgemental and positive attitude
- Ability to communicate with the public and agencies at all levels
- Community/voluntary work experience

Desirable

- Knowledge of Woughton Parish Area
- Understanding of issues concerning work with disadvantage communities
- Knowledge and understanding of project management
- Experience of making grant applications
- Staff / volunteer management experience

Education/Qualifications

Essential

- Willingness to undertake training

Desirable

- Relevant qualifications in youth, community, social work or similar.

Personal job related skills

Essential

- Well-developed writing and communication skills
- Ability to communicate with the public and outside agencies
- Able to produce written reports using range of IT skills
- A broad understanding of and commitment to equal opportunities and understanding of people's needs
- Willing to work unsocial hours, including weekends
- Can motivate others without making people dependent on them
- Can motivate different types and ages of people to work together
- Good time management skills
- Ability to plan community involvement and assess progress
- Have a positive personality and can use it to overcome barriers



Creating Connections. Supporting Communities
Woughton Community Council