

Our Vacancies

Community Projects & Partnerships Officer

Directorate:
Communities and Neighbourhoods

Team:
Community Development & Wellbeing

Grade:
SO2

Responsible to:
Head of Operations - Community Development & Wellbeing

Responsible for:
Community Projects & Partnership Support Worker, Apprentices, Bank Workers, Volunteers, Sessional Staff, and Contractors

Purpose of Job

To ensure that as many residents and partners as possible are contributing to improving the social value of our offer to Poplar.

To be responsible for ensuring that all services appeal to a diverse community through the fulfilment of outreach and research coupled with a creative and flexible approach to maximising resources through funding, partnering, and volunteering opportunities.

To monitor the impact this work has on the lives of residents in terms of their personal growth and make the most of available opportunities.

To contribute to the smooth running of our centres on a day-to-day basis.

Main Duties and Responsibilities

Partnership Working

- To capacity build existing community groups currently operating from our community spaces, assisting and supporting them to take a lead in service delivery within our centre timetables.
- With support from the CaN Area Coordinators and other team members to develop partnerships with statutory and voluntary sector partners to deliver projects and activities which provide vocational & accredited outcomes, leisure & recreational services and have a significant impact on footfall and attendance within the community spaces.

Project Delivery

- To assist with the co-ordination and the delivery of ongoing and special projects, either delivered in-house or through partners or volunteers, and be the named contact for certain projects/services, including:
 - Outreach Programme: to co-ordinate ongoing, dedicated outreach with key stakeholders in the area, making sure the information and relationships being developed are shared amongst the team and

remain current and viable. Building positive relationships with young people is especially important.

- Health: To lead on the operational delivery and coordination of health related projects and training sessions to residents, volunteers and other organisations concerning issues such as prevention and life-style changes; sustaining joined up working with partners in community organisations and statutory services where necessary.
- Youth services – to work with youth workers to deliver a positive, inter-generational offer.
- Employment & Training (E&T): To set up a system of regular cross-working with E&T colleagues in terms of client referrals and tracking progress to the E&T Team accordingly

General Service Delivery

- Events Management: To be responsible for co-ordinating the delivery of our timetabled, cyclical events and to ensure they are well publicised, well attended by a diverse audience, managed within budget, and evaluated to capture their effect. Attracting extra funding to enhance these events is also a target.
- Volunteer Coordination: To lead on the recruitment of volunteers from a neighbourhood basis and work with the volunteer co-ordinator to identify opportunities, advise on task descriptions, ensure supervision by all supervisors is up to date, and arrange and source training for volunteers to be delivered in-house or externally.
- Fundraising and Monitoring: With support from the Area Co-ordinator and the in-house fundraisers help put together large bids and take a proactive lead on writing bids for smaller pots of money (up to £10,000) to deliver local work.
- To be responsible for collating evidence and compiling monitoring and returns to funders as well as information that demonstrates the effectiveness of our services for the purpose of in-house performance measuring.
- General: To ensure that services you are responsible for adhere to in-house policies e.g. Health and Safety, Child Protection, Data Protection etc...
- To occasionally work unsupervised, and in a position of authority, with a range of local residents – sometimes including young people and vulnerable people – on an intensive basis.

Facilities and General Administration

- To be responsible for the line management and career development of apprentices and administrative support staff attached to projects and activities within your authority.
- To be self-administering.
- To maintain all client information in line with Confidentiality and Data Protection guidelines.
- To be a key holder and have responsibility for the opening and closing of the Neighbourhood Centre and satellite facilities in accordance with Health & Safety procedures. This includes evening and weekend to support the timetabled activities and events management.
- To deputise as and when required on centre management matters and report to CaN Area Coordinators with regards to any amendments within operational and strategic management policies.
- To make full and appropriate use of available information technology to co-ordinate and produce publicity and information for the benefit of the community and have responsibility for the care and content of community notice boards both within the centre, satellite offices, and communal notice boards.

General

- Perform other duties as may be reasonably required by your line manager.
- Conduct yourself in line with Poplar HARCA's policies, procedures, rules and standards.
- Due to the nature of this post, employment in this role is dependent on an Enhanced Disclosure and Barring Service (DBS) check. In addition, you will also be checked against the Children's Barred List.

Person Specification

All criteria are essential unless stated otherwise.

Requirements	Criteria
Education/ Qualifications/ Training	a. Educated to A-level Standard minimum b. Specialist/relevant training in working with young people (desirable)
Skills	a. Excellent oral communication and writing skills demonstrating accuracy and attention to detail. b. Ability to capacity build and develop volunteers. c. Ability to supervise the work of bank workers and contractors in order to fulfil organisational objectives. d. Good interpersonal and brokerage skills such as negotiation, persuasion, flexibility and problem solving. e. The ability to take creative ideas from conception to completion; always looking for innovative ways to deliver social value f. Ability to be self-administering and able to use key IT equipment and packages to perform duties g. Ability to work flexible hours according to the needs of the service delivery program. h. Ability to conduct yourself in line with the general standards of conduct and behaviour, as detailed in Poplar HARCA's manager's and staff standards. i. Ability to display a positive and enthusiastic approach to work, being resilient in the face of setbacks and committed to achieving high standards j. Demonstrable commitment to the achievement of the Communities and Neighbourhood Directorate's strategic aims k. Ability to maintain accountability and ownership of one's workload at all times; achieving performance targets, goals and standards as expected
Experience	a. Significant experience of fulfilling a diversity of qualitative outreach activities; which results in the creation and sustaining of strong, networked relationships. b. Experience of delivering a range of projects across a spectrum of themes to a wide-ranging audience; this includes planning and delivering one-off events. c. Proven experience of working closely and positively with young people d. Proven experience of developing and sustaining professional, mutually beneficial working partnerships with external partners and key individuals (including volunteers) to facilitate the delivery of projects and initiatives which fall within the scope of CaN's deliverable outcomes. e. Experience of monitoring and reporting on projects to funders and colleagues.

Knowledge	a. Understanding of the causes and impacts of social issues affecting local communities b. Understanding of the ethos of community development work c. Knowledge of safeguarding and working with vulnerable people
Key Competencies	a. Putting others first b. Achieving Results c. Open to change d. Informed and informing e. Personal Progress f. Partnership Working g. Problem Solving