

JOB DESCRIPTION
Head of Community Development

Job title:	Head of Community Development
Employer:	RedbridgeCVS
Responsible to:	Chief Officer
Responsible for:	Funding and Development Officer, Training and Development Officer, Information Officer, Volunteering Development Coordinator, Redbridge Young Advisors
Place of work:	1 st Floor, 103 Cranbrook Road, Ilford, IG1 4PU
Hours of work:	35 per week
Salary:	£43,660 plus 5% pension contribution

Purpose of the post:

- To develop new areas of work to build the capacity of voluntary and community sector organisations in Redbridge and increase opportunities for volunteering, participation and active citizenship
- To oversee RedbridgeCVS's community development work and programme of support for local voluntary and community sector organisations
- To lead on income generation in relation RedbridgeCVS's community development work and secure funding from a range of sources to support new and existing projects
- To amplify and represent the voice of the voluntary and community sector at a strategic level, working closely with public sector partners

Specific responsibilities:

1. Service and business development

- 1.1 To continuously develop and improve the RedbridgeCVS programme of support for local the VCS, engaging and involving the sector.
- 1.2 To lead on the project implementation and continuous development of Redbridge Young Advisors, working with the newly established team to shape new initiatives that meet the aspirations and priorities of local young people.
- 1.3 To work with communities to develop new opportunities for participation and active citizenship using the principles of co-production and asset-based community development.
- 1.4 To pro-actively identify new business opportunities and lead on income generation in relation to community development, including commissioned contracts, trusts and foundations fundraising and enterprise activity.

2. Staff, programme and project management

- 2.1 To oversee the delivery of a high quality programme of support for the local VCS including capacity building, organisational development, volunteering and fundraising support.

- 2.2 To provide line management, regular supervision and annual appraisals for the Community Development team.
- 2.3 To ensure that the team's individual objectives reflect those in the RedbridgeCVS 3-year strategy and that they are involved in the planning and development of corresponding work plans.
- 2.4 To develop and implement quality assurance and performance monitoring processes to ensure that all relevant KPIs and funded outcomes are achieved.
- 2.5 To prepare and submit timely and accurate monitoring reports to external funders and the Board as agreed with the Chief Officer.
- 2.6 To ensure that the impact of RedbridgeCVS's community development work is well-evidenced and communicated using a range of qualitative and quantitative methods.
- 2.7 To oversee project budgets, identifying potential risks and taking timely remedial action as required.
- 2.8 To administer Redbridge Safer Neighbourhood Board and coordinate quarterly meetings.

3. Partnerships and stakeholder relationships

- 3.1 To work collaboratively with partners from across the voluntary, public and private sectors to improve outcomes for the sector and local residents.
- 3.2 To amplify and represent the voice of the VCS at a strategic level to influence policy and decision making.
- 3.3 To identify and develop new partnership opportunities to enable RedbridgeCVS to achieve its strategic objectives.
- 3.4 To act as a single point of contact for funders and lead on contract management for relevant projects.

4. Leadership

- 4.1 To actively promote a culture of continuous improvement, learning and innovation.
- 4.2 To contribute to strategy, policy, planning and risk management as a member of the RedbridgeCVS Senior Management Team.
- 4.3 To act as Safeguarding Lead for Children and Young People.

5. General responsibilities

- 5.1 Help to ensure that RedbridgeCVS embraces diversity, challenges discrimination, and reflects the communities of Redbridge.
- 5.2 Participate in your own reviews and appraisals.
- 5.3 Take part in training and personal development, and participate in team meetings, staff and Board development and away days and reviews.
- 5.4 Be an active team member and representative of the organisation.
- 5.5 Contribute to the development and performance of RedbridgeCVS.
- 5.6 Adhere to all RedbridgeCVS policies and procedures.
- 5.7 Undertake any other duties as required which are in line with the objectives of the post.

The post holder will be expected to use their initiative, be proactive and work with a wide range of people in local communities and statutory agencies. This Job Description is current at June 2020 but will be reviewed on an annual basis.

RedbridgeCVS is committed to safeguarding and promoting the welfare of children and young people. Please note that this post is subject to an enhanced DBS check.

RedbridgeCVS is an equal opportunities employer. We welcome applications from all sections of the community.

	Essential	Desirable
Education		<ul style="list-style-type: none"> • Educated to degree level in a relevant field • A qualification in project management • Safeguarding level 2 or above
Experience	<ul style="list-style-type: none"> • Significant experience in a strategic role in the voluntary and community sector and a proven commitment to continuous improvement and innovation • A creative thinker with demonstrable experience of developing new ideas and turning them into action • Significant experience of successful income generation from a range of funding sources • Direct experience in one or more of the following areas: asset based community development, volunteering, young people’s participation, education and training. • Experience of developing successful partnerships • A data driven approach and experience of monitoring and evaluating impact and developing services • Experience of line management and managing HR issues sensitively and effectively • Experience of financial management including developing and overseeing budgets 	
Knowledge and skills	<ul style="list-style-type: none"> • Excellent project and programme management skills and the ability to manage competing priorities • A high level of interpersonal skills and the ability to establish rapport and develop strong working relationships with a range of stakeholders including funders, public and private sector partners • Strong IT and digital skills including MS Office and using monitoring and evaluation systems • An understanding of marketing and communications to promote services and communicate impact 	

	<ul style="list-style-type: none"> • Excellent verbal and written communication skills • Knowledge and commitment to safeguarding and promoting the welfare of children and young people 	
Personal attributes	<ul style="list-style-type: none"> • The ability to establish credibility, persuade, negotiate and influence 	
Other requirements	<ul style="list-style-type: none"> • A commitment to equal opportunities and to promoting rights, dignity and choice for all individuals and a positive commitment to working in a multicultural area • A willingness to work flexibly, including evenings and weekends as required 	