



## Forgewood Housing Cooperative Job Profile and Person Specification

<b>Organisation</b>	Forgewood Housing Cooperative
<b>Location</b>	Forgewood Community Centre & CentrePoint
<b>Grade/pay band</b>	£25,044 - £27,832 Pro-rotta
<b>Responsible to</b>	Community Development Officer
<b>Term</b>	Fixed term contract until 31 <sup>st</sup> March 2023

To assist with the development and delivery of community development initiatives and activities, where such initiatives benefit our tenants and community, working with community based groups to empower them to secure long lasting benefits to their local environment. The post will operate as part of the staff sharing agreement Forgewood Housing Cooperative have with Garrion People Housing Cooperative based in Gowkthrappe, Wishaw.

- Work with tenants and residents of FHC/GPHC and stakeholders to assist in bring about Community Development initiatives which benefit our tenants and local community.
- Support and empower community based groups to secure lasting benefits to their environment.
- In line with equality legislation use community development to foster good relations, advance equality of opportunity, and eliminate unlawful discrimination, harassment and victimisation.
- Assist with seeking and source funding and external resources for community initiatives, projects and activities.
- Liaise and work in partnership with external partners and stakeholders.
- Assist with identifying community needs and facilitate delivery of projects to meet those needs.
- Assist with monitoring and manage projects in collaboration with staff, the local community and other agencies to achieve relevant outcomes and value for money.

- Assist with FHC's/GPHC's Tenant Participation Strategy
- Assist with developing and improving resident involvement, participation and empowerment of the local community through innovative campaigns and events in both areas.
- Liaise with the Housing Coops regarding publicity and events.
- Keep up-to-date with new ideas and best practice relating to community development.
- Carry out duties and responsibilities in accordance with FHC's/GPHC's Core Values, Standards, Targets, Policies and Procedures.
- Respond to correspondence, telephone calls, emails and complaints in accordance with FHC's/GPHC's policies.
- Work proactively to achieve FHC's/GPHC's aims and objectives by meeting individual targets as agreed via appraisal/supervision.
- Attendance at meetings with partners, external agencies and resident forum's, meetings and activities as required.
- Carry out any other duties within the scope of the grade as required by the line manager.

FHC's/GPHC's vision is to deliver homes and communities where residents feel happy and secure and community development is a key contributor to this.

The Community Development Assistant role supports and compliments the work of our Community Development Officer. There is a strong emphasis on sustainability, project delivery and partnerships working in order to increase the impact with the available resources.

The role assists with the whole project lifecycle from initial ideas, event/campaign planning and risk assessment through to delivery and value for money evaluation and it will be important to keep up to date with new ideas and best practice in community development and inward investment.

The nature of the role means that there will sometimes be a need to attend meetings/events outside office hours.

Educated to degree level or above	D
Minimum of one years' experience within a Community development setting.	D
Knowledge of a range of community engagement methods	E
Excellent Interpersonal, written and verbal communication skills. Ability to write clearly and creatively in a range of formats	E
Experience of project planning, delivery, evaluation and keeping clear records	E

Ability to use own initiative and demonstrate creative and innovative approach to work	E
Focused on community needs and committed to delivering excellent services and continuous improvement	E
Ability to work under pressure, prioritise workloads and work to deadlines	E
To be able to work without supervision and as part of a small team	E
Good standard of numeracy, literacy and ability to use IT systems and software and have a good working knowledge of Microsoft Word, Excel and Outlook	E
To hold a current valid UK full driving licence and have access to a motor vehicle	D
Knowledge of digital exclusion projects	D

***AS PART OF OUR COMMITMENT TO POSITIVE ACTION FOR APPLICANTS WITH A DISABILITY WE GUARANTEE AN INTERVIEW TO ALL APPLICANTS WITH A DISABILITY WHO MEET THE ESSENTIAL REQUIREMENTS FOR KNOWLEDGE, SKILLS, BEHAVIOURS AND EXPERIENCE***