

JOB DESCRIPTION

Post Title:	Community Development Officer
Location:	Based at Fir Vale Healthy Living Centre, Sheffield S8 8LU
Salary:	£20,722 - £25,039 per annum, pro-rata (20 hours per week), plus travel expenses and pension contribution.

PURPOSE OF POST

The main focus of this role is to facilitate community engagement within the project, supporting local residents to participate in shaping and also delivering activities in the wider Burngreave area. The work will involve building trust with the local community, ensuring local people have a voice; feel listened to and have the opportunity to influence decisions. Alongside this, the post holder will continue community engagement and develop a range of activities to explore how sport and physical activity can be used as a tool for social change in the community.

An important part of the role will also report to stakeholders and support an external evaluator in the collection and collation of monitoring and evaluation of the project partnerships and outcomes.

The appointed candidate will be required to obtain a satisfactory criminal record check.

DUTIES AND RESPONSIBILITIES

- 1.1 To represent the project at a local level providing the communication channels between funders, local agencies and the local community.
- 1.2 To consult with local residents and communities to identify local priorities to tackle, accounting for existing assets and provision. This will include work to encourage local people and communities to engage in the consultation process.
- 1.3 To plan, project manage and support ongoing consultation and capacity building with the community.
- 1.4 To recruit and nurture residents and support the development and running of a community panel to inform the work and lead on local decision making - this will include young people and the possible creation of an additional youth panel to help with consultation.
- 1.5 To facilitate and manage the local community panel.

- 1.6 To create an activity delivery plan alongside the community and partners.
- 1.7 To support the evaluation of the programme both in terms of data collection and supporting the local community to participate in the evaluation. This will include monitoring progress and collating data and feedback regarding the project delivery and outcomes and reporting to funders.
- 1.8 To co-ordinate delivery of sport/physical activity as directed by the community in the activity delivery plan.
- 1.9 To identify key community champions to support the project long term, provide training or links as required and ensure there are sustainable options for the activities provided.
- 1.10 To promote and link the project across other local community providers and ensure easy exit routes for regular participation in sport/physical activity.
- 1.11 To report back to the panel (including the CSP) regarding progress of the project.
- 1.12 Travel to venues within the area to meet the needs of the organisation and the project.
- 1.13 Assist in the identification and undertaking of his/her own training and development requirements in accordance with the appropriate organisation employee development scheme.
- 1.14 To undertake such other duties and responsibilities of an equivalent nature, as may be determined by the post holder's supervisor from time to time, in consultation with the postholder.
- 1.15 The postholder's duties must at all times be carried out in compliance with Yorkshire Sport Foundation's policies and procedures including Safeguarding and Equality.
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Responsible to: Development Manager

EMPLOYEE SPECIFICATION

Post Title: Post title **Location:** Location

Attributes	Relevant criteria	How identified	Rank
Relevant experience	<ul style="list-style-type: none"> • A minimum of two years' experience in engaging with communities, with evidence of positive impact. 	Application Form / Interview	A
	<ul style="list-style-type: none"> • Monitoring and evaluating community development work. 	Application Form / Interview	A
	<ul style="list-style-type: none"> • Experience in creating and managing effective relationships with multiple stakeholders, partners and customers. 	Application Form / Interview	A
	<ul style="list-style-type: none"> • Facilitating and delivering community-led events. 	Application Form / Interview	A
	<ul style="list-style-type: none"> • Using sporting activities as a means for social change. 	Application Form / Interview	A
	<ul style="list-style-type: none"> • Experience in designing, implementing and reviewing sports initiatives / plans. 	Application Form / Interview	A
	<ul style="list-style-type: none"> • Community consultation. 	Application Form / Interview	A
	<ul style="list-style-type: none"> • Project Management. 	Application Form / Interview	A
Education and training	<ul style="list-style-type: none"> • Community Development Qualification or ability and willingness to undertake one. 	Application Form	B
Skills and abilities	<ul style="list-style-type: none"> • Strong interpersonal and communication skills (written and oral) to a variety of stakeholders. 	Application Form / Interview	A
	<ul style="list-style-type: none"> • Positive attitude. 	Application Form / Interview	A

Attributes	Relevant criteria	How identified	Rank
	<ul style="list-style-type: none"> • Ability to nurture and maintain positive relationships with a variety of stakeholders. • Able to take initiative and show strong leadership skills. • Able to use Microsoft Office and digital engagement tools competently. • Good timekeeping skills and ability to work to tight deadlines. • Creative problem solving. 	Application Form / Interview Application Form / Interview Application Form / Interview Application Form / Interview Application Form / Interview	A A A A A
General and special knowledge	<ul style="list-style-type: none"> • Good local knowledge of Burngreave or a similar community. • Knowledge of how sport and physical activity can be used to affect positive change in communities. • A good knowledge of current insight into factors that affect participation in sport and physical activity. 	Application Form / Interview Application Form / Interview Application Form / Interview	A A A
Any additional factors	<ul style="list-style-type: none"> • Must be able and willing to work unsocial hours including regular evenings and occasional weekends. • Current full driving licence or ability to travel around the area effectively. • Complete a satisfactory DBS check • Subscribe to the values of Yorkshire Sport Foundation. 	Application Form / Interview Application Form / Interview Application Form / Interview	A A A A

Please make sure that you demonstrate your ability to meet the requirements of the job by giving clear, concise examples of how you meet each criteria on your application form. The letters A, and B in the “Rank” column refer to the importance we will give your answers when we read your

applications. You must have all the A's on day one to be able to do the job, you need to have all the B's to do the job, but they could be learnt during the induction. We recognise and welcome our responsibility to remove any barriers in our Recruitment and Selection process for disabled people. We have tried to do this, but if you have a disability and identify any barriers in the job description or employee specification, please tell us of these in your application. We are committed to making reasonable adjustments to the job wherever possible and it would help us to know your needs in order to do this.

Where criteria are to be identified through the "Selection Process", this may involve written exercises, practical tests, group discussions, presentations, interviews.