

## Queen's Park Community Council

### Community Development Officer

#### Job description

**Role:** Community Development Officer (37.5 hours per week)

**Grade:** Within the scale SCP points 13 – 23 depending on qualifications and experience

**Reports to:** QPCC Director

**Job purpose:** To play a leading role in developing and delivering projects benefiting the Queen's Park community. These include environmental initiatives, social action projects, and events such as festivals. During the Covid-19 outbreak the balance of the job is likely to shift towards social action.

You will work with the Director, councillors, voluntary sector groups, residents and contractors. You will provide leadership and bring local people together to make positive changes, helping to consolidate what the council has achieved in its first five years, and building on this platform with the particular goal of increasing capacity among volunteers and community activists.

The role also includes contributing to communications including a newsletter and website, supporting a grant scheme and other operations of the council.

#### Projects and relationships

- Get to know the area, and the community's needs, strengths, challenges
- To develop and deliver projects which help fulfil the Council's objectives. These include projects originated by the Council, its committees and working groups. You will also play a key role in supporting residents and local groups to bring their own ideas to life
- Work with the Director to raise funds for projects
- To make links with other statutory bodies, community groups, voluntary groups, agencies, and residents
- Support the Director with the management of council contracts
- Assist with the organisation and management of the council's three main annual events: summer festival, fireworks, and winter fair (during the Covid-19 outbreak these plans may be subject to change or cancellation)

#### Volunteer coordination

- Build our volunteer network and work with existing volunteers
- Formalise the council's volunteer programme and develop an induction programme, policies, and training materials
- Deliver training as required

- Encourage local residents to participate in council activities and decision-making, either as working group members, volunteers or (when an election or vacancy arises) as community councillors

#### Community grants management

- Promoting the council's community grant scheme and supporting applicants
- Collating and reviewing information for review
- Overseeing mini grants via the pop-up fund

#### Communications

- Assisting with editing, producing, and distributing the Queen's Park Voice community magazine and regular e-newsletters, working with councillors and resident-volunteers
- Assisting with updating the QPCC website and social media accounts where required
- Managing relationships with the website and Voice designers

#### General

- Advising councillors as and when required
- Helping to raise public awareness about the community council – its meetings and elections – and community issues
- Representing the council and being a spokesperson for it, undertaking regular outreach activities
- Encouraging local people to take action on matters affecting the local area; helping groups to settle differences of opinion on local issues
- Administrative work could include compiling agendas and minutes of meetings, room bookings, actioning decisions
- Managing budgets as directed in accordance with regulations and proper practice
- Any other duties commensurate with grade as may be allocated from time to time

Review: This job description is not exhaustive and shall be reviewed on an annual basis. It may be modified from time to time with agreement.