



Beethoven Centre, Third Avenue, W10 4JL | 020 8960 5644 | www.queensparkcommunitycouncil.gov.uk
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COMMUNITY DEVELOPMENT OFFICER RECRUITMENT PACK

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Job Description

Role: Community Development Officer (37.5 hours per week)

Salary: £33,024 - £34, 834 + £3453 London weighting (depending on qualifications and experience)

Location: Queen's Park, Westminster, London

An exciting opportunity has arisen to join Queen's Park Community Council – London's first and only resident-led government body – as a Community Development Officer (CDO). As the CDO in this dynamic and growing organisation you will work with the Director, Councillors, volunteers and other community organisations, providing leadership and bringing people together to develop and deliver projects that improve wellbeing and quality of life of in Queen's Park.

Projects and relationships

- Get to know the Community, it's needs, strengths and challenges
- Develop and deliver projects which help fulfil the Council's objectives
- Support residents and local groups to bring project and event ideas to life
- Assist with the management of the Council's events including: Summer Festival, Fireworks Display, Winter Fair, Summer in Queen's Park programme, Black History Month, etc
- Make links with community groups, voluntary groups, agencies, and residents
- Manage the Council's CRM system

Volunteer coordination

- Encourage local residents to participate in Council activities and decision-making
- Strengthen the volunteer's network by providing consistent opportunities, social and development activities and implementing a training and induction programme

Community grants management

- Promote the Council's Community and Pop-up Grant Programmes
- Provide guidance and support to grant applicants
- Collate applications for review by the Grant's Panel

Communications

- Assist with the production and distribution of the Queen's Park Voice – the community newsletter
- Produce the Council's monthly e-bulletin
- Draft articles, blogs and other content for the Council's website
- Drafts emails, press releases and other written communication
- Implement, evaluate and revise the Council's Social Media Strategy as needed

General

- Raise public awareness about the Community Council, its meetings, elections, events and issues affecting the community
- Represent the Council with external bodies and by undertaking regular outreach activities
- Encourage local people to act on matters affecting the local area; helping groups to settle differences of opinion on local issues
- Support the organisation of Council meetings, by taking minutes, making room bookings
- Manage 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.

Application process

How to apply: Email a completed application form to properofficer@queensparkcommunitycouncil.gov.uk

Deadline: 11:59 Tuesday 20th February

Interviews: Monday 26th Feb – Friday 1st March

Personal Specification

	Essential	Desirable
Education, Qualifications & Training	<ul style="list-style-type: none"> No formal qualifications required Excellent literacy & numeracy skills 	<ul style="list-style-type: none"> 5 GCSE's A-C or equivalent; Level 2/3 Certificate in Community Development or higher relevant qualification
Work Experience	<ul style="list-style-type: none"> Experience working in the community or voluntary sector or dealing with social and community issues Experiencing working with volunteers Experience managing Social Media Experience producing digital/ print promotional materials Competent IT skills 	<ul style="list-style-type: none"> Experience in local government or a political environment Experience with budgetary control Experience preparing reports and minute taking Experience managing CRM systems
Knowledge	<ul style="list-style-type: none"> Knowledge of community engagement methods Creative approach to problem solving Experience of project management/ event planning 	<ul style="list-style-type: none"> Experience recruiting, training and managing volunteers
Special Aptitudes & Skills	<ul style="list-style-type: none"> Able to take ownership, work independently, use initiative and prioritise workload Ability to work to deadlines and under pressure A commitment to continue professional development to the highest standards Confident public speaker and excellent verbal and interpersonal skills 	<ul style="list-style-type: none"> Skills in researching, analysing statistics and writing reports
Disposition & Personal Characteristics	<ul style="list-style-type: none"> Confident and professional manner when representing the Council Able to form good relationships and earn people's trust and respect. Understanding the implications of confidentiality and the Data Protection Act 	

	<ul style="list-style-type: none"> • Able to pay particular attention to detail and accuracy • Commitment to equality, diversity and inclusion 	
Flexibility & Responsiveness	<ul style="list-style-type: none"> • Willingness to work evenings or weekends on an occasional basis when required • Willing to undertake/contribute to ongoing development and training 	

Additional Information

Working hours and conditions

- Appointment subject to satisfactory right to work eligibility, DBS and references check
- Office (or community) based 37.5 hours p/w
- Option to work from home one-day-a-week after 2 months (except Fridays)
- Pension auto-enrolment and 3% employers' contribution
- Annual leave: 21 working days plus two statutory days and normal public and bank holiday
- Occasional evening and weekend working (with TOIL)*
- Opportunity to become a London Mutual Credit Union with access to financial products
- Notice period: 1 weeks' notice during the probation period (6 months) 3 months thereafter by employee and 4 weeks thereafter by employer.

Data Protection

Information may be copied and stored on a database and used during the recruitment process, or used to form part of the personnel file, if successful.

Conditions of Service

The National Joint Council for Local Government Services, National Agreement on pay and conditions of service (the green book) will apply.

Training & Development

The applicant will be encouraged to undertake the New Clerk Training and will be encouraged to achieve the Certificate in Local Council Administration (CiLCA)

*Queen's Park Community Council has twelve elected members (Councillors) that meet several times across the year at Council and Committee Meetings to take part in decision making processes. These are formal meetings that normally take at various locations across the community from 18:00 – 20:00pm. The Community Development Officer may be required to attend and minute these meetings. The Council also has a number of working groups made up of Councillors and volunteers, these groups meet ad hoc across the year to develop recommendations to the Council and Committees and to action their decisions. These meetings are informal and take place at times which best suit the groups. The CDO will be responsible for co-ordination of some of these working groups and must attend meetings to provide leadership and support.



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Letter from Chair

Dear Applicant

Thanks so much for expressing interest in working for Queen's Park Community Council. We are hugely excited about recruiting for this post which is unique as we are the first and only Community (or Parish/Town) Council in London.

This job is focused on people, and we are looking for someone with really strong communication skills - this doesn't mean you have to be super-smooth but you need to be the kind of person who is happy to spend an afternoon manning a stall on the pavement or knocking on front doors and asking people questions.

Your job will be to help us deliver elements of our Strategic Plan which includes commitments to be a voice for residents, improve the quality of life for everyone who lives here, enhance the local environment, and support vulnerable groups. One of your key tasks will be to build up our volunteer network, harnessing the goodwill shown in the response to the Covid-19 pandemic.

We are looking for someone who is efficient and well-organised, and won't mind spending time in the office - typing, answering the phone, booking rooms and so on. Part of the job is administrative, and you will need patience and an eye for detail as well as loads of energy.

Community Councillors are unpaid, several of us have full-time jobs so our Community Development Officer is our eyes and ears on the ground, making links and drawing people into our network. Much of this is face-to-face but we also use social media, deliver a regular newsletter to every household, and have a website. These are our tools for keeping in touch with people and they will be your tools too.

This year, marks our 1st decade anniversary, but we are still a relatively new Council. We believe our neighbourhood - Queen's Park in North Westminster - is unique, and many people are pleased and proud to live here. But this is an area that faces serious challenges arising from the lack of economic opportunities and affordable housing, among other issues.

I find being part of this Council both challenging and hugely rewarding. If you're looking for an easy life, this position is probably not for you - but if you're up for a challenge, and have a strong interest in both community development and grassroots action and democracy, please fill in the application and come and see us. For the right person, this is a brilliant job.

Kind regards,

Eartha Pond
Chair of Council



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Letter from Director

Dear Applicant,

As you may have seen from the Job description and from having a look at our website, Queen's Park Community Council gets a lot done each year. Whether we're working towards our annual events, delivering weekly projects and service provisions, preparing for Council and Committee meetings, or consulting with residents, something exciting is always going on.

While our Councillors provide excellent leadership, I undertake the day-to-day management with the support of the Community Development Officer (you?), the Responsible Financial Officer, Events Contractor and a handful of voluntary sector partners and volunteers.

With such a small core team, it's essential that the CDO own their workload, uses initiative, takes direction well and keeps a keen eye on the details. The CDO must be well-organised to meet competing deadlines, flexible enough to lend a hand, and work late or on weekends when necessary.

It's not all work, though; you'll enjoy many community events – from festivals, exhibitions and live performances to fireworks displays, lunches and dinners – with opportunities to build great relationships with your colleagues, councillors and volunteers. You will also connect with those working in other community organisations and the Staff Networks at Westminster City Council, where you can create social and professional relationships with others in the public sector.

This role is perfect for someone who can get stuck in, demonstrate confident leadership, and work effectively to deliver impact with and for the community. If this sounds like you, please apply now. I look forward to reading your application.

Kind regards

Shuwanna
Director /Proper Officer

Application Form

Please complete ALL sections in type or black ink and use only A4 size paper as continuation sheets as required.

Job Details	
Post applied for:	Community Development Officer (CDO)
Where did you see the post advertised?	(This will help us with advertising future posts)
Personal Details	
Family Name:	Forename(s):
Preferred title (eg Mr/Mrs/Miss/Ms/Dr/Other):	
Address:	
Post Code:	
Telephone numbers	Mobile:
Home:	Work:
Personal email: (This email address will be used to communicate with you throughout the recruitment process to send acknowledgements, invitations to interview & outcomes where appropriate)	
<p>Asylum and Immigration Act 1996.</p> <p>It is a criminal offence to employ persons whose immigration status prevents them from working in the United Kingdom. Prior to appointment, you will be required to provide evidence of a passport or other documents on the approved list to satisfy Queen's Park Community Council that the Asylum and Immigration Act 1996 is being complied with.</p>	
Do you require a work permit to work in the UK?	Yes/No

References

(please refer to the Guidance Notes for Job Applicants on page 6)

Name:	Name:
Job Title:	Job Title:
Name of Organisation:	Name of Organisation:
Address:	Address:
Post Code:	Post Code:
Tel No:	Tel No:
Email Address:	Email Address:
How long have you known this person and in what capacity?	How long have you known this person and in what capacity?
Please note that referees will not be contacted prior to interviews. References will be taken up once an offer has been accepted by the successful candidate.	Please note that referees will not be contacted prior to interviews. References will be taken up once an offer has been accepted by the successful candidate.

Present or Most Recent Employment

Name of Employer:	
Address of Employer:	
Post Code:	
Job Title:	Dates employed:
Current or final salary:	Period of notice required:



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Please give a brief outline of your main responsibilities:

Previous Employment

Please list all previous employment in chronological order (most recent first)

Dates from and to	Name & Address of Employer	Job Title and outline of main responsibilities	Reason for leaving



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Education & Qualifications

Please give details of all educational qualifications obtained and those currently being pursued

Name of School, College, University, etc	Dates attended from and to	Subjects studied / qualifications worked towards	Grades and year obtained

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Training

*This includes trade/professional training, government training schemes,
 apprenticeships, short courses and secondments*

Course Title	Organisation	Dates

Membership of Professional Institutes

Institute	Level of Membership	Year of Award

Other Experience

Details should be given for any period not accounted for by full-time employment, education and training, eg unemployment or voluntary work.

Experience	From/To

Information in Support of Your Application

(Please tell us in not more than 1,000 words why your experience to date makes you the right person for this role and which aspects of it in particular appeal to you.)

Use a separate A4 sheet if needed (See guidance on page 6 for further notes)

Rehabilitation of Offenders Act 1974

Please give details of any "unspent" convictions as defined in the Rehabilitation of Offenders Act 1974. Unless the nature of the position allows Queen's Park Community Council's Interview Panel to ask questions about your entire criminal record we only ask about "unspent" convictions. A criminal record will not necessarily be a bar to obtaining a position at Queen's Park Community Council.

Declaration

I declare that the information contained in the application form is true and correct. I understand that any false or misleading information, or omissions concerning criminal convictions, may disqualify my application or may render my Contract of Employment, if I am appointed, liable to dismissal without notice.

Data Protection:

If I accept employment with Queen's Park Community Council, I consent to my personal information being held for the administration of my Contract of Employment.

Signed:

Date:

Name:

If this form has been completed electronically, please indicate your consent Yes / No
if you are appointed following an interview, you must provide a signed copy to be held on the personnel file.



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Brief Guidance Notes for Job Applicants

Please complete the different sections of the application form to the best of your ability and only append additional sheets when you have run out of space.

Information in Support of your Application

This is your opportunity to tell us why we should offer you the position.

Please give your reasons for applying for this post and explain how you meet the job description, ensuring that you give evidence and examples of how your skills, knowledge and experience in each of the main headings below meet the short-listing requirements. If further space is needed, please continue on a separate A4 sheet but no more than 1,000 words for this section.

- Projects and relationships
- Volunteer coordination
- Community grants management
- Communications
- General

References

A minimum of two references is required and we would prefer them to be your two most recent employers including your current employer, if you are in employment. References will be taken up if you are the successful candidate following the interviews.