

JOB TITLE: Community Capacity Building Coordinator for Roehampton

SALARY:	c. £34,000 per annum depending on skills and experience
HOURS:	35 hours per week. Normal working hours 09.30 – 17.30 excluding lunch break – with significant evening and weekend work for which Time Off In Lieu (TOIL) will be available. Open to job share/part-time applicants
RESPONSIBLE TO:	Head of Projects
RESPONSIBLE FOR:	Volunteers
PLACE OF WORK:	The post holder will work primarily at CA Wandsworth Roehampton office and in the Roehampton area, but may be required to work anywhere in Wandsworth.

Role purpose

1. Lead the Community Capacity Support Project for Roehampton
2. Identify and build organisational capacity of local groups in Roehampton, including supporting local residents to form groups
3. Assess needs in Roehampton community and act as an advocate with statutory and voluntary sector service providers in order to meet needs
4. Nurture area based projects which enhance local capacity and strengthens the Roehampton community
5. Work towards developing and securing funding for a longer-term project in Roehampton

Context of role

Citizens Advice Wandsworth (CAW) is a thriving advice organisation that provides information, advice and casework support to local residents. In the last 12 months we have helped about 13,000 people. In addition to our core advice service, funded by Wandsworth Council, we have a range of projects, funded from sources including trusts and foundations and the local Clinical Commissioning Group. CAW has an office in Battersea Library and in Roehampton, moving to the current office in Minstead Gardens in 2018.

The need for this project arose out of an engagement process with the local community and voluntary sector representatives within the Roehampton and Putney Heath ward. The findings from the engagement process are presented in

the Roehampton Community Capacity Report (2018) produced by Wandsworth Council (<https://www.datawand.info/health-profiles/roehampton/>). The report identifies the following:

- Low levels of social capital in the area;
- Community interactions and networks which have fragmented over the years leading to decreased sense of community;
- Lack of 'deep' foundations in terms of specific skills and knowledge linked to community development within Roehampton compared to other areas in the borough;
- Community groups and organisations not being formally constituted; and
- A lack of available skilled personnel and volunteers in the community.

The long-term aim of the project is to support development of a thriving community and voluntary sector in Roehampton which is better equipped to address socio-economic and wellbeing issues within the locality. This will involve supporting residents to initiate and develop projects and crucially, to facilitate linkages between different local groups as well as between local groups and other statutory and voluntary sector service providers. It will also involve creating the basis from the start of this project to secure longer-term funding in order to promote sustainability.

Wandsworth Council has commissioned Citizens Advice Wandsworth to deliver the Community Capacity Support Project for Roehampton due to CAW's long association with Roehampton, detailed knowledge of the local community and our physical presence in the area and we are recruiting a Community Development Worker to deliver this project.

The Roehampton Community Capacity Development Worker will have the support of a local steering group, comprised of local residents, local councillors, Wandsworth Council staff and Citizens Advice Wandsworth.

The main responsibilities of the post-holder will be:

Project Management

- Develop project plans, including annual work plans and monitoring and evaluation plans
- Administer the project steering group
- Collect and analyse data and prepare and present reports to the project steering group and commissioners

Building local organisational capacity

- Assist local groups with formal recognition, such as developing a formal constitution, gaining charitable status, opening a bank account, and with strategic, business, funding and volunteering strategies
- Training, coaching and mentoring of staff and volunteers of local groups in areas linked to their ability to deliver and develop their core services
- Facilitate networking between local groups and between local groups and other stakeholders holders at the borough and regional level, including knowledge sharing, skills and experience exchange

Assess local needs and act as an advocate

- Identify and build relationships with different parts of the Roehampton and Putney Heath community, including 'hard-to-reach' parts of the community, helping them to formalise in local groups
- Develop a community development strategy
- Engage with statutory and voluntary sector commissioners and service providers regarding opportunities for intervention and community input in order to develop and tailor provision to meet local needs

Nurture and develop a network of area based projects

- Work with local residents and groups to develop and secure funding for projects which benefit the Roehampton and Putney Heath community
- Connect residents, groups and organisations with others including potential mentors, peers and subject experts across the borough and wider afield to assist with learning
- Support realisation of a community communications initiative and seek funding for platforms/resources to facilitate better engagement and information flows across local groups and projects and residents

Develop and secure funding for a longer-term strategic programme

- Develop a longer-term programme (5 years plus) including bid funding based on the community strategy and findings from previous 12 months of engagement
- Assess feasibility of developing an umbrella organisation (new or existing) including resources and capacity for the locality to take initiatives forwards after the project ends.

Other duties and responsibilities

- Carry out any other tasks that may be within the scope of the post
- Demonstrate commitment to the aims and policies of the CA service

- Abide by health and safety guidelines and share responsibility for own safety and that of colleagues
- Ensure that work reflects and supports the Citizens Advice service's commitment to equality and diversity

Person specification

Essential

1. The ability to commit to, and work within, the aims, principles and policies of Citizens Advice Wandsworth.
2. At least 2 years' experience in a similar type of Community Development role.
3. Experience in capacity building of local groups, including helping them to formalise.
4. Experience in mentoring, coaching and training in a community development context.
5. Experience liaising with statutory and voluntary sector service providers on behalf of a community.
6. Experience in developing funding proposals and securing funding.
7. Excellent communication verbally and in writing and people skills, including the ability to develop trusting relationships and resolve conflict.
8. Ability to prioritise own work, meet deadlines and manage a varied workload.
9. Ability to use IT to support local groups and in the preparation of reports.
10. Ability to work independently with minimal supervision.
11. Commitment to reflective performance and continuing professional development.
12. Ability to manage a project and produce data and reports for the project steering group and commissioners.
13. Ability to work evenings and weekends.

Desirable

14. Experience of monitoring and evaluation a community development project.
15. Knowledge and experience of advice services.