**JOB TITLE:** **Community Capacity Building Lead for Roehampton**

SALARY: £33,663 per annum

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), part of the national Citizens Advice network, is a thriving advice organisation that provides information, advice and casework support to 13,000 people a year. Whilst we’re proud of the number of residents we support we acknowledge that we cannot meet local demand for advice. For this reason, we place equal value on preventative work; local advocacy, collaboration, capacity-building and partnership development. In addition to our core advice service, funded by Wandsworth Council, we have a growing range of projects, funded from sources included trusts and foundations and the local Clinical Commissioning Group. These projects enable us to target our advice service to different groups of the local population, including those who need it most.

‘[My Roehampton](https://cawandsworth.org/our-projects/my-roehampton/)’ is an award-winning capacity building project, set up in 2019 and funded by Wandsworth Council, to support the development of a thriving community and voluntary sector in Roehampton. Working directly with people, groups and charities to become more confident, engaged and effective at addressing issues impacting their daily life. The project includes the ‘Roehampton Response Network’ - a collection of local organisations who came together during Covid to help their communities, and now meet on a regular basis to continuing working together and ‘Roehampton Community Week’ – a week of activities, run by a collaboration of community organisations, that brings together the community.

This project has made a big impact in its first 2 years and is currently funded until the end of 2023. The focus for this next phase of the project will be on sustainability – embedding the project into the community and exploring options to set up a new entity and physical space to house it.

See the project [Theory of Change](https://cawandsworth.org/wp-content/uploads/2022/02/21-07-01-CAWR-ToC-V1-with-Narrative.pdf) and [Quarterly Project Report](https://cawandsworth.org/wp-content/uploads/2022/02/2021-22-Q3-My-Roehampton-Report.pdf) for more information.

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.
* Lead a consultation on this and the future of this project with the local community and key stakeholders
* Investigate options for a physical space to be used by this project

**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. 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 provides on behalf of a community.
6. Experience in developing funding proposals, securing funding, and creating long-term project sustainability plans
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 work independently with minimal supervision.
10. Commitment to reflective performance and continuing professional development.
11. Ability to manage a project and produce data and reports for the project steering group and commissioners.

**Desirable**

1. Experience of monitoring and evaluation a community development project.
2. Knowledge and experience of advice services.