

Job Description and Person Specification

Community Builder – Younger Adults

Place of Work:	Pershore Riverside Centre, with significant time spent in the local community
Reports to:	Chair of Trustees
Hours	16 hours per week, worked flexibly across 7 days Includes working across evenings and weekends as required
Salary	£10,378 p.a. (based on @24k FTE salary)
Holiday	25 days p.a. (FTE)
Special Requirements	Enhanced DBS clearance required
Contract	Fixed Term contract for 18 months, with possible extension subject to further funding

Main Purpose of Role

- To work with local community groups and individuals using an asset-based approach, to help them become more active in their local communities
- To provide particular focus on connecting younger adults (16-30 years) with their local neighbourhood and wider communities of interest
- To create digital content in support of PRC's marketing and communications programme, to raise the charity's profile and promote its role in the local community. In particular, to share positive stories to promote community activities and events, and inspire individuals to participate

Key Tasks

- To engage with local communities within Pershore and its surrounds using an 'strengths based' approach, with particular focus on younger adults who are socially isolated
- To create an 'asset map' for the local area (e.g. individuals, associations, institutions, places etc.) and identify local connectors

- Support local residents to identify what is important to them, and to create associations, activities or events which are sustainable beyond the project. This will include helping people to identify and source the necessary resources and funding
- Bring together individuals who wish to get more involved in the community, providing support and mentoring to achieve these goals
- Engage with a range of local organisations and associations (e.g. Wellbeing Hub, Police, library, local businesses), individual community connectors and supporters to create a network of interdependent community support, and to facilitate delivery of community-led projects and solutions
- Work alongside other Community Builders in Wychavon area to ensure alignment of projects, maximise use of local resources and share information, tools and learning
- Facilitate social events, community meetings and ideas fairs at PRC and in the local area to support residents in developing their own programme of activities
- Gather stories, data, outcomes and other evidence of impact for both formal reporting and promotional use
- In collaboration with the Centre Manager develop and deliver a marketing and communications plan which amplifies the local impact of the Community Builder programme and the profile of PRC more widely – with particular emphasis on digital marketing
- Work within the PRC policy framework, with particular regard to Safeguarding policies and procedures and personal safety
- Undertake appropriate networking and professional development opportunities to keep abreast of the wider ABCD and community development programme

This role requires a flexible approach to working hours and a willingness to work across some evenings and weekends on a regular basis, to engage with members of the community when they are available. Much of the postholder's time will be spent in the local community and as the role and project develops, the key tasks outlined within this document may change

Person Specification
Community Builder

Requirement	Essential	Desirable
Qualifications		
GCSE or equivalent in English Language and Maths	✓	
Graduate level qualification in a community, youth work or social care discipline		✓
Experience and Knowledge		
Experience of community development and engagement work		✓
Experience of working with a range of organisation types and groups	✓	
Knowledge of an asset based approach to community development		✓
Experience of producing promotional material via digital media, and knowledge of social media and scheduling tools	✓	
Experience of working with young people in a youth or community setting		✓
Skills & Abilities		
Ability to communicate clearly and confidently with a wide range of people	✓	
Ability to organise and facilitate well organised community and engagement events	✓	
Expertise in a range of IT packages and social media tools. Ability to produce engaging digital content and gather effective monitoring data	✓	
Ability to work flexibly across a variety of working environments and with differing groups, individuals and organisations	✓	
Understanding of the nuances of working with vulnerable or targeted groups		✓
Understanding of mentoring and the ability to develop supportive relationships with others		✓
Demonstrates discretion and sensitivity, with a clear understanding of requirements and boundaries relating to confidentiality and safeguarding matters	✓	
Approach		
Innovative thinker with a passion for community empowerment and development	✓	
Self-motivated and able to work independently, but also adept at working in partnership with others	✓	