

# Job description

## Community Organisation Development Officer

- Hours:** Permanent (35hr week) flexible working options available
- Salary:** Band 3 - £35,995 rising to £40,194 (excluding London Weighting of £4,500 depending on location)
- Location:** Homeworking. Based in one of the south regions of England (South-West, South-East, London and the East of England). The post holder may be expected to work outside of their region from time to time. The location of the post can be flexible depending on the candidate.

### Responsible to:

This role reports to the Head of Services (South)

### Responsible for:

This role does not have any line management responsibilities.

### Purpose:

To help local community organisations be the best that they can be and to create a supportive environment for their work - by providing tailored support to community groups of all sizes and to other agencies (e.g. local authorities).

### Main responsibilities:

- Providing high quality organisational development support to community-based organisations and other stakeholders. This will be on a one-to-one basis, and through training, workshops and other methods.
- Supporting the team with business development and income generation; developing and responding to tenders and other opportunities that meet the aims of Locality and achieve income targets.
- Helping to deliver programmes in the South England regions (South-West, South-East, London and the East of England), for example through analysis, research, events, communications, producing reports or case studies.
- Helping to develop external relationships including partnerships and alliances to support Locality's vision, values and ambitions
- Supporting our Membership Team by engaging with Locality members (community organisations), listening to their needs and utilising their experience, skills and knowledge.
- Complying with Locality's policies and procedures, including health and safety, environmental, diversity, appraisal and training/development policies, and team working.

**Any other duties as may be required by the Chief Executive or Director of Services.**

# Person specification

Applicants must be able to demonstrate the following attributes, skills and experience:

## Essential Experience:

- You will have experience of providing support to businesses and/or community organisations.
- You will have experience of meeting performance targets within a work environment

## Essential Skills:

- You will have gained skills, knowledge and confidence which will enable you to deliver credible advice to community businesses and organisations
- You will have excellent communication skills at all levels, digital and in person.
- Comprehensive understanding of the diversity of the people and communities that our network serves
- You will have a good level of financial literacy
- You will be excellent at organising a varied workload and 'self-management' skills
- You will be proficient in the use of ICT within a work environment

## Desirable skills & experience:

- We would like to see at some experience of winning contracts and funding bids or supporting this process in a team.
- Much of our work is partnership based so some experience of building effective delivery partnerships would be helpful.
- You will have experience of meeting performance targets within a work environment
- Experience of working in or with community organisations would be beneficial

## Core Competencies:

- Able to model our values – to be ambitious, respectful, and fearless in how we work; and to model our principles of equality, diversity and inclusion in everything we do.
- We work in a fast-changing environment and need people to be flexible; able to adapt and respond to change in a positive way and learn 'on the job'.
- Able to work independently, self-start and self-motivate, as well being an effective team player.

This role description is not an exhaustive list of all the responsibilities and is subject to change in accordance with the needs of Locality.