Role description –
Community Organisation Development Officer, London

**Hours:** Full-time (35hr week) Part-Time is negotiable
**Salary:** £35,731 rising to £39,464 (incl. London Weighting)
**Benefits:** 25 days holiday, 3 grace days, enhanced pension contribution, Employee Assistance Programme
**Location:** London (although travel outside London may also be required)

**Responsible to:**
This role reports to the Development Manager, London

**Job 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 London region, 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 commensurate with this role

Further information on the day-to-day nature of this role can be found [here](#)
Person specification

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

Essential Experience:
- You will have experience of working within or 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 across London.
- 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 modern business technologies.

Desirable skills & experience:
- We would like to see at least 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.
- 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.