Good Neighbour Scheme Development Officer
Job Description

Salary: £22,000 per annum pro rata

Holidays: 25 days per year pro rata + public holidays pro rata

Hours of work: 35 Hours per week
Potential for Job Share
Some evening work will be required

Contract Duration: Fixed Term for 1 Year

Office Base: Community Lincs, Sleaford

Responsible to: Head of Operations

Job Purpose
To provide effective development support to Community Lincs’ countywide network of established and emerging Good Neighbour Schemes, and to work with communities across the county to assess the need and desire to set up new schemes.

Specific Tasks and Responsibilities:

• Respond to Good Neighbour Scheme enquiries from community residents/clients/volunteers/partner agencies.
• Support residents to lead on community projects and the development and delivery of new groups, services or activities to meet needs or improve services in the community.

• Liaise with all stakeholders including local surgeries/health centres, councillors, faith groups, other community and voluntary groups, local businesses and educational establishments to ensure their skills, knowledge and ability to connect and support local people is fully utilised.

• Support and advice schemes in relation to developing appropriate policies, procedures and operational frameworks and recruiting, training and managing local volunteers.

• Monitor both emerging and live schemes and gather output, outcome and impact data to inform future delivery.

• Maintain records and systems to ensure the efficient running of the project.

• Prepare and circulate regular communications with all schemes, including newsletter articles, press releases, case studies and appropriate use of social media.

**General Duties and Responsibilities:**

• Support the Head of Operations to maintain a database of activity, outputs and outcomes that will be used to report on activity to partners.

• To attend relevant meetings as requested by the Chief Executive and Head of Operations.

• Identify and develop opportunities for Community Lincs to raise its profile among key target audiences, in line with identified communications objectives.

• Work in co-operation with other team members, adhering to all organisational policies and procedures.

• Help to identify and agree a training and personal development programme.

• Participate in regular supervision and appraisal meetings with the Head of Operations.

• Participate in any internal/external meetings as required.

• The specific duties and responsibilities of this job description are not restrictive and the post holder will be expected to undertake any other duties within the scope of the role, as required by the Chief Executive or Board of Directors.
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<th><strong>Knowledge</strong></th>
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<td></td>
<td>Comprehensive knowledge of the principles of community development and the voluntary sector.</td>
<td>An understanding of the challenges facing the population of Lincolnshire.</td>
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<td>Understanding of rural communities and the issues that face them.</td>
<td>An understanding of local and national policy which impacts on communities, particularly those who are most vulnerable or most severely affected.</td>
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<td>Knowledge/experience of community participation techniques.</td>
<td>Knowledge of the funding environment and success in bidding for funds.</td>
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<td>Knowledge of effective communication techniques and approaches suitable for different audiences.</td>
<td>Knowledge of evaluation methods and processes, including Outcomes based approaches.</td>
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<td>A good understanding of the recruitment, management and ongoing support of volunteers.</td>
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<td><strong>Experience</strong></td>
<td>Experience of setting up creative and appealing events and activities and engaging widely in the community.</td>
<td>Success in delivering community development projects which have been led by the community and have resulted in meaningful change</td>
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<td>Experience of report writing for a variety of recipients, including partners, stakeholders and funders.</td>
<td>Experience of managing and supporting volunteers.</td>
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<td>Experience of partnership working.</td>
<td>Preparation and organisation of publicity materials.</td>
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<td>Experience of working with communities and/or community groups.</td>
<td>Experience providing advice/signposting to services.</td>
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<td>Working within GDPR, health and safety and safeguarding regulations.</td>
<td>Experience of organising events.</td>
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<td>Skills</td>
<td>Excellent communication skills both written and verbal.</td>
<td>Ability to speak confidently and be able to present your knowledge and findings in a structured and coherent way.</td>
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<td>Ability to relate to people from a wide range of backgrounds, with the skills to motivate and encourage them to take action.</td>
<td>Ability to deal with sensitive and confidential matters.</td>
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<td>Ability to manage, monitor plan and prioritise your time effectively.</td>
<td>Ability to make judgements unaided and to work proactively.</td>
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<td>IT skills, including Microsoft Office, email, databases and social media.</td>
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<td>Ability to identify vulnerable adults at risk and of the statutory mechanisms in place to protect vulnerable people.</td>
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<th>Personal Qualities</th>
<th>Confident in working ‘on the ground’ in the community.</th>
<th>Keenness to keep up-to-date with relevant national, regional and local developments including new legislation, initiatives, activities and projects.</th>
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<td>The ability to travel freely for work purposes.</td>
<td>An interest in how organisations and systems respond to the challenges and opportunities in relation to an ageing population.</td>
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<td>A willingness to work outside of usual office hours when required.</td>
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<td>Commitment, reliability and enthusiasm.</td>
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<td>A patient and diplomatic nature.</td>
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<td>Positive approach to team working, but also able to work on own initiative.</td>
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Community Lincs background Information

HISTORY
Community Lincs has operated as a rural community development charity and infrastructure body, helping other voluntary and community organisations to function more effectively, since 1927. In this time it has delivered advice and support of an exceptional quality enabling community groups, enterprises and individuals to realise their potential and to tackle the challenges faced by rural residents.

Community Lincs’ Mission is:

To make a positive difference to the lives of Lincolnshire people.

Community Lincs’ Values are:

- To work with professionalism and integrity in an open and accountable way
- To work in partnership with other bodies
- To promote equality of opportunity and equity of access in all we do
- To value and develop our team in the pursuit of excellence
- To provide good value for money
- To act as an honest broker, representative of our client groups
- To use our influence to reduce isolation and rural disadvantage

Community Lincs’ Outcomes

- Reduce rural isolation and vulnerability
- Increase community self-reliance through supporting the development of quality services provided by the Voluntary and Community Sector
- Increase skills and confidence of Lincolnshire people
- Make it more affordable to live in rural areas
- Increase the level of external funding available to the county’s Voluntary and Community Sector
- Improve the communication flow between people, service providers and policy makers and lobby effectively for service improvements
- Raise awareness of the potential of Voluntary and Community Sector organisations as deliverers of public sector contracts
Application Process

“This organisation is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. All applicants will be asked to complete a self declaration statement and an enhanced DBS check will be required for any post that puts the applicant into contact with children, young people and/or vulnerable adults.”

Before submitting an application you are strongly advised to read these guidelines.

Community Lincs will shortlist applications, considering only information that is relevant:

- Experience and skills in relation to the vacancy
- Employment history
- Education, training and qualifications

We believe this approach ensures best practice with your application being considered on merit only. Therefore, in order to ensure consistency throughout the recruitment and selection process, we do not accept CVs as part of applications for vacancies.

Please do not submit your CV in lieu of an application form or factual information or as part of your supporting statement because it will not be accepted.

If you find it difficult to read the application form and need adaptations to enable you to complete your application, or if you have any other queries relating to this vacancy, please contact us on 01529 302466 or at office@communitylincs.com

Community Lincs is committed to equal opportunities in employment. Information you supply to us will be treated as confidential and will not be retained for any longer than is necessary. All information is held securely and is confidentially shredded as appropriate.

The successful applicant will be offered the position subject to satisfactory employment references.

Interviews

If you are successful in being selected for the interview, we will write to you to confirm the date, time and location of your interview. It is with regret that we cannot interview everyone who applies for employment with Community Lincs.

Candidates invited for an interview may be requested to deliver a presentation (maximum 10 minutes) on a subject to be provided prior to the date.

If you have not received a response to your application by at least 2 days before the advertised interview date, you can assume that your application has been unsuccessful. It is Community Lincs’ policy not to confirm receipt of application forms or provide substantiation for non-selection for interview.
Interviews will take place on Friday 19 October 2018

Returning your application

Application forms should be returned by **12.00 noon on Tuesday 9 October 2018** to:

Community Lincs
The Old Mart
Church Lane
Sleaford
Lincolnshire
NH34 7DF

Please note that applications received after the given deadline will not be considered.

Equal Opportunities Policy Statement

**Community Lincs** supports the principle of equal opportunities in employment and provision of services and opposes all forms of unlawful or unfair discrimination, both direct and indirect, on the grounds of gender, race, disability, colour, nationality, ethnic or national origin, religion, marital status, sexual orientation, trade union activity, age or responsibility for dependents.

We believe that it is in the best interests of **Community Lincs** and those who work within it to ensure that the talents and skills available of the whole community are considered when employment opportunities arise. To this end, within the framework of the law, we are committed wherever practicable, to achieving and maintaining a work force which broadly reflects the local community in which we operate.

Every possible step will be taken to ensure that individuals are treated equally and fairly and that decisions on recruitment and selection, training, promotion and career development are based solely on objective and job related criteria.