

JOB DESCRIPTION

Job Title: Community Initiatives Coordinator

Responsible to: Management Committee

Reporting to: Community Initiatives Manager

Hours: 35 hours per week

OBJECTIVES OF THE POST

- To co-ordinate and deliver Southside Housing Association's role in local communities and help it deliver positive economic, social and environmental changes for residents.
- To improve and enhance the quality of neighbourhoods and the wellbeing of local communities.

KEY RESPONSIBILITIES

Service Delivery

1. Work with local communities to identify priorities and ways of addressing locally expressed needs.
2. Co-ordinate the delivery of a programme of community initiatives and social enterprise activities within the communities served by the Association.
3. Enhance community participation in the work of the Association by close working with existing community groups or supporting the development of new ones.
4. Deliver a programme of community initiatives in line with funder requirements; including meeting delivery targets, timescales and budgets.
5. Organise a range of community events, working closely with residents and partner organisations.
6. Ensure the Association's community hubs are vibrant, safe and welcoming spaces for delivery of a range of activities and programmes.
7. Develop and maintain the Community Initiatives Volunteer programme.
8. Work closely with the Volunteer Co-ordinator to monitor, support, motivate and accredit volunteers and their contribution.

Administrative Responsibilities

9. Assist with managing budgets and resources, including the reimbursement of expenses.
10. Produce publicity material and promote the community initiatives work.
11. Review and develop information, record keeping and reporting.
12. Implement policies and procedures that ensure regulatory and statutory compliance including data protection and confidentiality.

Policy Development & Quality Assurance

13. Ensure all community initiative programmes are delivered in line with the Association's policies, health and safety requirements and appropriate risk assessments are carried out.
14. Work with multiple agencies across different sectors in order to establish good working relationships.
15. Monitor and evaluate activities and provide written reports for funders and the Management Committee.
16. Collect and collate information and undertake any other administrative duties related to the post.
17. Facilitate feedback from clients and volunteers and use this information to develop and improve the service offered.

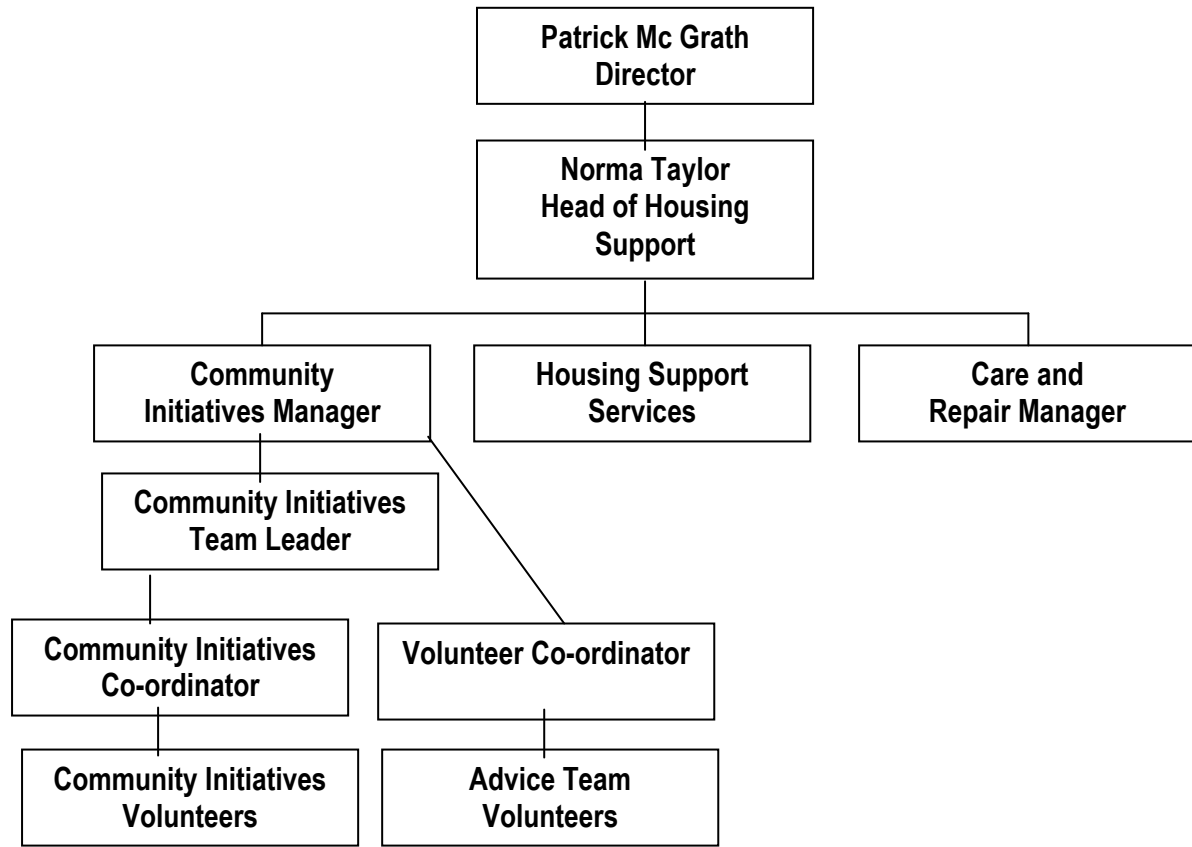
Personal Development

18. Keep up to date on matters related to the work of the organisation and make improvements that will contribute to personal and organisational effectiveness.
19. Attend training to ensure that skills and knowledge are up to date and maintain any professional registration through achieving CPD requirements.

Other Duties

20. Attend training seminars, organisational conferences or events. This may occasionally require attendance in the evenings.
21. Any other duties, consistent with the post, as required.

Position in Structure:



Reward, incentive, conditions:

EVH Grade 6

35 hour working week over 5 days a week, Monday to Friday 9.00am – 5.00pm.

Flexi system in place

Salaried position with 25 days annual leave plus 15 days public holidays.

Defined Contribution Pension Scheme

Person Specification: separate document

Any special circumstances or planning issues:

- The post may sometimes require work in the evenings and at weekends.
- This is a temporary position linked to People and Communities, Scottish Government Funding

Job Holder:

Issue Date: