

Southside

HOUSING ASSOCIATION

JOB DESCRIPTION

Job Title: Community Initiatives Team Leader
Responsible to: Management Committee, Southside Housing Association
Reporting to: Community Initiatives Manager
Hours: 35 hours per week

OBJECTIVES OF THE POST

- To lead the delivery of a range of services and activities as part of 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 through positive integrations with residents, community and statutory organisations.

KEY RESPONSIBILITIES

Service Delivery

1. Deliver a programme of community initiatives within local communities to meet priorities and address locally expressed needs.
2. Enhance community participation in the work of the Association by close working with existing community groups, support the Association's relationship with third sector organisations and maintain productive relationships with a range of regeneration partners.
3. Support community engagement in the Association's Governance structures i.e. Management Committee, Neighbourhood Committees by providing regular reports and information.
4. Project manage a range of initiatives and projects including meeting delivery targets, timescales and budgets.
5. Develop active participation by staff and volunteers in the delivery of services and activities.

6. The post requires the line management, supervision and support of staff and volunteers involved in projects and initiatives.
7. Maintain a sound working knowledge of central and local government policy frameworks and initiatives and any impact on Southside Housing Association's work in local communities.

Administrative Responsibilities

8. Manage budgets and resources, including the reimbursement of expenses, applying for funding and reporting to funders.
9. Promote the work of the community initiative programmes using a range of marketing and communication approaches.
10. Review and develop information, recording and reporting procedures.
11. Implement policies and procedures that ensure regulatory and statutory compliance including data protection and confidentiality.

Policy Development & Quality Assurance

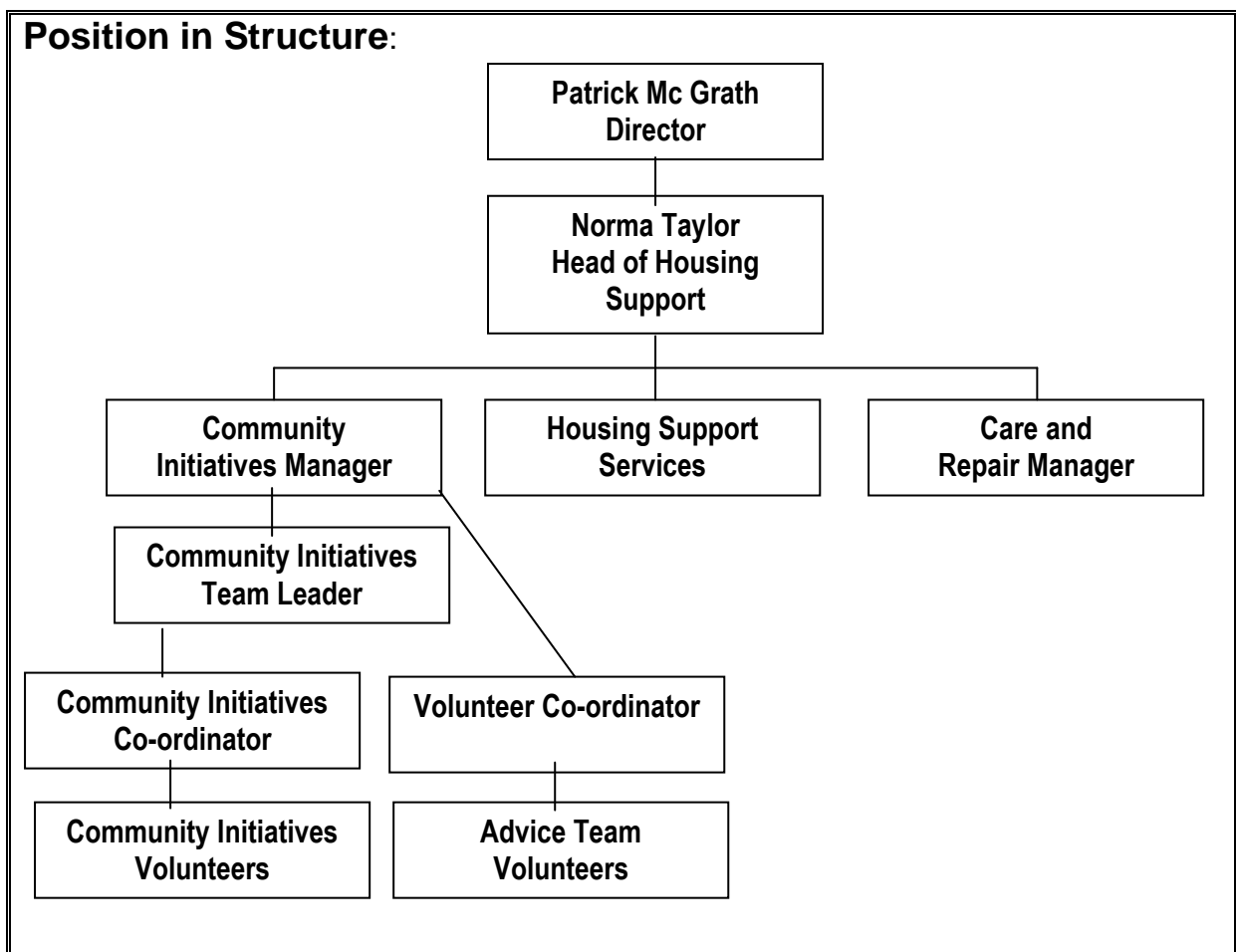
12. Research, write and keep up to date relevant policies and procedures, including risk assessments.
13. Ensure that services and activities are delivered in line with the National Standards for Community Engagement.
14. Work with multiple agencies across different sectors in order to establish good working relationships.
15. Monitor and evaluate activities and provide written reports for funders and the Management Committee.
16. Facilitate feedback from clients, volunteers and residents, and use this information to develop and improve the services offered.
17. Collect and collate information and undertake any other administrative duties related to the post.

Personal Development

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

Other Duties

20. To attend training seminars, organisational conferences or events. This may occasionally require attendance in the evenings.
21. To attend Neighbourhood and Management Committee meetings and provide reports, as required.
22. Any other duties, consistent with the post, as required.



Reward, incentive, conditions:

EVH Grade 7

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

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

Flexi system in place.

Defined Contribution Pension Scheme.

Person Specification: separate document

Any special circumstances or planning issues:

- The post will require work in the evenings and at weekends.

Job Holder:

Issue Date: