

Community Development Manager

Job Description

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Salary: £33,000 - £36,000 depending on experience

Hours: 35 per week

Responsible to: H4All Executive

Employed by: Carers Trust Hillingdon (seconded to H4All)

Status: Permanent

**Base:** Key House, 106 High Street, Yiewsley, Middlesex, UB7 7BQ

## Main purpose of the post:

* To lead and manage the established Community Development team, which enables H4All to provide infrastructure support to Hillingdon’s health-focused voluntary sector groups to support community health and wellbeing
* To engage voluntary sector partners with the Hillingdon Health and Wellbeing Alliance and promote their voice in the commissioning of health and care services
* To function as a key part of the management team to promote joint-working across the Community Development and Community Health teams and to support organisational development in H4All
* To manage Key House to ensure compliance with health and safety requirements and develop it as a thriving resource for the voluntary sector.

**Service development and growth:**

1. To manage and develop the current team of Volunteering and Community Development Officers in order to grow Hillingdon voluntary sector’s capacity, and resilience and to promote collaborative working
2. To represent H4All at a series of senior level meetings and maintain effective relationships with key stakeholders

1. To regularly review and adapt the service specification and delivery plan to optimise the delivery of the service and support emerging needs as they arise
2. To work with the H4All Executive to identify and realise opportunities to develop and grow the service
3. To manage other appropriate programmes of work such as the Community Champions programme in partnership with the London Borough of Hillingdon.

**Team building:**

1. To lead the project team and set standards of performance, ensuring staff and volunteers are supported in achieving these through regular supervision, appraisals and training
2. To establish a close working relationship with the Community Health Manager, support project staff to operate as a ‘virtual’ team across several locations and to work closely in conjunction with the H4All Community Health team
3. To ensure the team has access to the appropriate range of training opportunities needed to deliver the service effectively.

**Growing capacity in the voluntary sector:**

1. To use an asset-based community development approach to growing the capacity of the voluntary sector to promote population health and wellbeing and to address the wider social determinants of health
2. To maintain and develop our programme of infrastructure support for the sector that includes: access to volunteers; help to access funding; access to a range of ‘off the peg’ policies and procedures; support with governance, and; trustee recruitment and training
3. To facilitate mechanisms that enable the use of the voluntary sector’s intelligence about population health and wellbeing needs to inform health commissioning
4. To promote networking across the sector both informally and via development of the established, 50-member strong Hillingdon Health and Wellbeing Alliance
5. To maintain communication with the wider sector through the production of the regular Community News bulletin, organisation of virtual/face-to-face Alliance meetings and the provision of training opportunities.

**Contract management:**

1. To lead on the development and implementation service delivery in line with funder requirements as appropriate
2. To set up and maintain relevant systems and processes to ensure the service operates as per specification and that outcomes data is captured accordingly
3. To ensure that the service specification and supporting systems are compliant with local safeguarding and information governance requirements
4. To work with the Community Health Manager and others to establish effective systems for keeping records and requisite monitoring information
5. To manage project spend within agreed budgets, with support from the Shared Finance Manager
6. To provide regular performance reports to funders as required and work with the H4All Executive to address challenging issues as soon as they arise.

**Marketing and promotion:**

1. To develop effective working relationships across partner agencies to ensure that there are effective links between the Service and existing provision
2. To promote H4All and its work at every opportunity and deliver excellence at all times
3. To liaise, represent and promote the Service to external stakeholders as necessary
4. To work with the broader H4All team to develop and maintain appropriate publicity material to promote the work.

**General:**

1. To maintain own professional expertise, including attending training as necessary and be subject to supervision and an annual appraisal
2. To attend management meetings, away days and other similar events
3. To ensure all activities are carried out in harmony with H4All’s vision and within the spirit of its equal opportunities policy and to abide by the policies of H4All
4. All staff are expected to undertake their own computer work, both in the production of correspondence and documents, data recording, e-mailing and internet research.
5. All employees are expected to work in a flexible way. Some meetings and other events may be held out of normal office hours and may involve travel away from the local area. A ‘time off in lieu’ arrangement is in operation.
6. The above items outline the main duties and responsibilities of the post and are designed to give an accurate flavour of the nature and scope of this post. However, they do not represent an exhaustive list of all the duties required.