

Community Development Officer (Sector recovery)

Job Description

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Salary: £23,000 - £26,000 per annum

Hours: 35 per week

Responsible to: Community Development Manager

Employed by: Carers Trust Hillingdon

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

## Main purpose of the job:

The post holder will be an integral member of the H4All Community Development team, which works to build the capacity of Hillingdon’s third sector to collectively improve the health and wellbeing of Hillingdon residents

In a post-Covid context the post holder will have a particular focus on sector recovery and will target support to those groups and smaller organisations who are at risk of closure

The post holder will also work closely with the funder (London Borough of Hillingdon) through their Voluntary Sector Partnerships team, sharing knowledge and expertise to sustain the sector’s vibrancy and viability in Hillingdon

**The role:**

1. To work across the sector to identify those groups and organisations at risk of closure and assign a RAG status flagging the severity of the risk
2. Working with the group, develop a forward plan with key milestones and SMART targets that assists its continuation and improves future sustainability and resilience
3. To regularly review progress with each group, update development plans and maintain comprehensive and accurate Charity Log records
4. To grow organisations’ capacity via support to: access funding; access premises; improve digital infrastructure; grow their volunteer support; provide/source training on management and organisational development skills; improve their governance; improve their partnership and collaborative working, and; even broker mergers if appropriate
5. To administer any project funding that can be secured by the team and actively seek other sources of funding for sector support or service development
6. To establish and maintain positive working relationships with a range of groups and organisations and provide networking opportunities for groups to share ideas and come together at themed events or training
7. With colleagues and other partners identify or develop culturally specific provision for: BAME and refugee communities; diverse faith and cultural groups; LGBT communities, and; traveller communities
8. To work closely with the rest of the team to sustain and expand the central Volunteer Hub, grow the membership of the Hillingdon Health and Wellbeing Alliance and to keep the sector informed of changes in statutory services locally, regionally and nationally
9. To work alongside GP-led Primary Care Networks and support the team to coordinate voluntary sector activity at a neighbourhood level
10. To identify any specific areas of training that would promote improved resident health and wellbeing and feed this intelligence into the My Health Hillingdon Health education programme, with a particular focus on feedback from small groups working in the heart of neighbourhoods
11. To develop effective referral and support links across a range of partner organisations
12. To work closely with the H4All Community Health team to target support to those organisations that meet the emerging needs of residents from the new services as they develop, as well as the existing Wellbeing Service
13. To assist with the preparation and dissemination of information and promotional material to maximise awareness of the service
14. To promote the service within the relevant agencies and communities within Hillingdon, and to maintain good working relationships with statutory services and other voluntary organisations
15. To contribute to the implementation of operational systems and processes to promote effective working across the two new teams and attend all planning and away day sessions as required
16. To contribute to the development of Wellbeing Pathways and new working arrangements
17. To help maintain accurate and up to date records of activity in compliance with H4All Information Governance protocols
18. To help maintain and develop service monitoring and evaluation records, and, in particular, evaluation of the impact of the support provided through the service
19. To provide reports to the Service Manager as and when required
20. To maintain a personal comprehensive knowledge of the range of support services available through the H4All partners, and the wider Hillingdon Voluntary and community sector
21. To be pro-active in recognising, and taking responsibility for, personal professional learning and development and participate in learning and development opportunities as required
22. To work flexibly around the needs of the job with occasional out-of-hours work expected, for which a ‘time in lieu’ arrangement operates.
23. 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.