**BLACKBURN WITH DARWEN COUNCIL FOR VOLUNTARY SERVICE**

TRADING AS COMMUNITY CVS

## JOB DESCRIPTION

**JOB TITLE: Connecting Communities Development Officer**

SALARY: £27,741 (full-time equivalent salary – actual salary dependent on the role).

**HOURS: 37 hours.**

**Responsible to: Chief Executive**

**Summary of Post:**

You will work with the Chief Executive, partners and colleagues to develop and deliver the Upskilling the Health and Social Care Workforce across Lancashire programme and associated activity to support the development and growth of the VCFSE sector.

You will recruit, train, support and supervise a team of volunteer connectors, who will provide additional support to VCFSE groups and help promote the project.

You will support both individuals, communities and voluntary, community, faith and social enterprises to learn, develop and grow.

#### SPECIFIC DUTIES AND RESPONSIBILITIES

1. To take lead responsibility for the implementation, development and management of the Project for a particular geography or target population
2. To consult, liaise and negotiate with relevant external agencies and local partnerships in developing and delivering the project.
3. To establish and operate shared protocols for referrals to support beneficiaries and for referrals of beneficiaries from partner organisations
4. To plan and develop roles for Volunteer mentors based on consultation with partner organisations, service users and other stakeholders.
5. To plan and coordinate training and development programmes to meet the needs of the local community and the VCFSE sector.
6. To develop and deliver a skills development programme in partnership with the business and training manager and senior training advisors.
7. To take responsibility for ensuring that volunteer mentors are supported and motivated.
8. To develop protocols/ procedures for the management of the project.
9. To ensure that volunteer mentors and beneficiaries volunteering in the community, have opportunities to develop and be recognised and rewarded for their work.
10. To meet with partner agencies referring beneficiaries to the project on a quarterly basis to review the beneficiaries, their support needs, and outcomes emerging.
11. To gather information about the VCFSE sector within your area, establish connections and promote collaborative with the public and commercial sectors.
12. To work with volunteer-involving groups to address barriers to participation for beneficiaries that wish to volunteer including development of resources, advocacy, and arranging themed volunteer manager network meetings.
13. To implement appropriate outcomes measurement system to ensure that outcomes and impact of the project can be demonstrated to funders and external stakeholders.
14. To be responsible for the continuous monitoring of the project as well as evaluation, to assess the extent to which the objectives and outcomes are being achieved in order to improve and develop the scheme and inform future delivery.
15. To keep detailed records of project activity and volunteers for the purposes of continuous monitoring including tracking volunteer mentors and outcomes for beneficiaries that they support.
16. To produce quarterly performance management reports for the management team and external partners/funders as required.
17. To attend relevant training and events.
18. To participate in the Community CVS staff team with regard to all matters that require a team approach.
19. To undertake other duties within the organisation when required within the level of responsibility of the post.
20. Post holder must adhere to all organisational guidelines and policies and pay particular attention to:

Confidentiality

Health, safety and security

Safeguarding Adults and Children

Equal Opportunities

Training and Development

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| --- | --- |
| Area of Lead Responsibility: |  |
| Start Date: |  |
| End Date: |  |
| Name: |  |
| Signature: |  |
| Date: |  |

This post is part funded by the European Union’s European Social Fund.

The post is dependent on securing the European Social Fund grant and the start date will correspond with the start date on the grant offer letter.

**This post is funded by external projects and will be funded by the European Structural and Investment Funds until the 31st December 2023.**