

**JOB DESCRIPTION**

|  |  |
| --- | --- |
| **Job Title:** | Community Development Manager – Local Wellbeing Networks. |
| **Reporting to:** | CEO |
| **Salary:** | NJC Scale SO1, Pt 25 - £35,425 per annum (FTE) |
| **Hours:** | 28-35 hours per week (4-5 days per week) |
| **Duration:** | 12 months fixed term contract (extension subject to funding) |
| **Benefits:**  **Location:** | 28 days per annum (FTE) & 6% employers pension contribution  King’s Cross, London |

**BACKGROUND**

[**Voluntary Action Islington (VAI)**](https://vai.org.uk/) has been operating for 50 years in Islington as the ‘umbrella’ organisation for the not-for-profit sector providing a wide range of capacity building support and organisational development to local voluntary, community, faith, social enterprise sector organisations (VCFSE) both directly and by working with partners. VAI has also been running a nationally accredited Volunteer Centre Islington for over 13 years, delivering a borough-wide brokerage service that provides a vital link between local organisations and local residents who wish to volunteer.

Another important aspect of our work is bringing together networks of local VCFSE organisations - encouraging collaboration on specific priority areas to promote a fairer Islington by reducing inequality. To deliver against VAI’s mission to strengthen our local VCFSE to deliver services effectively and sustainably and to promote social justice, VAI has developed a new 3-year strategy (2021-24) with the following 5 strategic aims:

* To empower Islington’s communities
* To support the growth and development of voluntary and community organisations
* To facilitate a stronger VCFSE to influence policy
* To strengthen volunteering in the community
* To work in partnership across the VCFSE and all sectors

The [Local Wellbeing Networks](https://vai.org.uk/local-wellbeing-networks/) have emerged through great changes in Islington, exacerbated by the covid-19 pandemic and an acknowledgement of a disconnect between the local authority, community groups, residents and grassroot organisations. To bridge this gap, Islington Council create the Local Wellbeing Networks project to **connect** all services in the borough, promote **co-delivery** to tackle localised health inequalities and capture **community voice**, ensuring no-one gets left behind.

This is part of Islington’s ‘[Fairer Together](https://islingtonfairertogether.org/)’ initiative which seeks to build a better, fairer borough for everyone and as such this role works very closely with many Local Authority teams as well as statutory services and VCFSE groups.

VAI is working in collaboration with [Octopus Community Networks](https://www.octopuscommunities.org.uk/) as this work is integral to both organisations’ strategic objectives. The role is managed by [Octopus Community Networks](https://www.octopuscommunities.org.uk/) and [Voluntary Action Islington](http://www.vai.org.uk) and is embedded in the concept of co-production.

The [Octopus Community Network](https://www.octopuscommunities.org.uk/) (“Octopus”) is a mutually benefitting collaboration between 15 of Islington’s largest multi-purpose community centres working together to develop and deliver innovative community-led health and wellbeing, urban growing, environmental and network building programmes.

**About the role**  
We are looking for a self-starter who will take forward the successes from the first year of work

and develop the longer-term delivery plan that focuses on forming self-organising and self-sustaining networks in all three Locality Areas: North, Central and South.

This is an exciting role that takes an asset and place-based approach to building local networks around health and wellbeing and will forge natural links with other networks across Islington, most notably Locality Leadership Teams, the Young Islington Locality Network and Octopus Community Networks and their social action hubs.

The Community Development Manager will:

* Provide the administration, coordination and implementation of the Local Wellbeing Networks which take place on a locality level in the form of monthly in-person meetings. Information linked to previous meetings can be found [here](https://vai.org.uk/33193-2/).
* Provide a meeting point and collective voice for all three Local Wellbeing Networks and be recognised as a means for Islington Council and others concerned with health and wellbeing commissioning to engage in meaningful dialogue.
* Develop a Community of Practice (CoP), to ensure connectedness across the three Locality areas to exchange lessons learnt, effective practice, and progress updates
* Facilitate closer working arrangements between local voluntary, community and faith sector (VCFS) organisations and Islington Council.
* Work closely with VCFS organisations and residents to create solutions to local issues, this includes supporting resident campaigns and social action activities.
* Develop further the successful Community Organisers and Change Makers Programme – and for them to be an integral role in network development.

The post will be line managed by VAI, whilst the project is jointly managed by Octopus and VAI.

**Key responsibilities will include:**

* Develop a long-term project plan to support the development of 3 Local Wellbeing Networks and work towards their sustainability (one in each locality - North, Central and South)
* Work closely with Octopus Community Network to develop their Social Action Hub and incorporate the LWN into this initiative
* Coordinate any training element associated with the project with all stakeholders
* Build, maintain and develop relationships with all types of community stakeholders and maintain a database of all contacts
* Promote engagement and participation for residents and community groups, resulting in tangible action and outcomes & promote co-production as a means to enabling community power
* Build and deliver a communications strategy and campaign for the LWN by providing a range of good quality information including newsletters, website content, printed materials, and the use of social media to increase participation in the networks
* Sit on various boards, teams and working groups to advocate for the LWN and embed the project into wider initiatives across Islington
* Efficient administration and project management to ensure a stable delivery
* Coordinate Programme Team meetings
* Provide monthly impact reports to be made available to all stakeholders
* Engage with VCFSE groups/organisations in need of capacity building support and refer them to the wider services of VAI

**GENERAL DUTIES:**

* At all times carrying out responsibilities/duties within the framework of Voluntary Action Islington’s (VAI) policies and procedures.
* To treat with confidentiality any personal, private, or sensitive information about individual organisations, service users, staff, and others.
* To contribute to VAI’s role as Islington’s Council for Voluntary Service (CVS) by developing and maintaining a general awareness of Islington’s Voluntary, Community, Faith, and Social Enterprise (VCFSE) sector and its general requirements.
* To use and assist others in the use of, information technology systems, to carry out duties in the most efficient and effective manner.
* To assist with cover and reception and other VAI Resource Centre arrangements at 200a Pentonville Road, dealing with enquiries, signposting service users, and other requirements which may arise, to ensure high standards of customer service.
* To undertake training and constructively take part in meetings, chairing and/or taking minutes, supervision, appraisal, seminars, and other events designed to improve communication and assist with the effective development of the post and post holder.
* To carry out additional tasks that may be required from time to time to achieve agreed service outputs and outcomes, and personal appraisal targets, as agreed with the line manager.
* The post holder is expected to be committed to VAI’s core values of fairness, effectiveness, and transparency and to demonstrate this commitment in the way they carry out their duties.

**PERSON SPECIFICATION**

The person specification is a picture of skills, knowledge and experience required to carry out the job. It has been used to draw up the advert and will also be used in the short-listing for this post.

|  |  |  |
| --- | --- | --- |
| **Community Development Manager - Local Wellbeing Networks** | | |
|  | **ESSENTIAL REQUIREMENTS** |  |
|  | **EXPERIENCE** |  |
|  | Experience of collaboration and partnership working across the voluntary and community sector and statutory sector | A/I |
|  | Experience of developing effective networks | A/I |
|  | Experience of planning and facilitating meetings/events with a range of stakeholders | A/I |
|  | Experience of using Microsoft Office, Teams and Zoom | A/I |
|  | Experience of marketing services and producing newsletters, publicity, and promotion documents to a varied audience of stakeholders. | A/I |
|  | Experience in project management and/or coordination | A/I |
|  | **KNOWLEDGE, SKILLS, and ABILITY** |  |
|  | Excellent interpersonal and communication skills, both written and verbal | A/I |
|  | Good knowledge of asset based and place-based approaches to engagement | A/I |
|  | Good understanding and knowledge of voluntary and community sector (VCS)  Groups/organisations | A/I |
|  | Strong organisational & administrative skills and the ability to managing competing priorities | A/I |
|  | Excellent IT and digital skills including the use of MS Office, video conference facilities and social media |  |
|  | Ability to demonstrate outputs, outcomes, and impact | A/I |
|  | Ability to work as effectively as part of a team and independently, and manage own time and workload | A/I |
|  | Ability to work flexible hours and occasional evenings by prior arrangement | A/I |
|  | An understanding of mapping of activities and services | A/I |
|  | Ability to commit to health and safety including safeguarding | A/I |
|  | An understanding of and commitment to equal opportunities and the implications for this role | A/I |
|  | **DESIRABLE** |  |
| **D17** | Understanding of the role of a Council for Voluntary Service (CVS) and its role in the local community | A |
| **D18** | Experience of managing staff | A |
| **D19** | Experience of working with and/or managing volunteers | A |
| **D20** | Experience of working with community leaders | A |
| **D21** | Experience of coordinating training sessions | A |
| Assessed by: A= Application I= Interview T= Test | | |

The job description is a general outline of the job duties and responsibilities and may be amended as the project develops. The post holder may be required to undertake other duties as may reasonably be required from time to time.

**How to Apply**

Please send a 2-page supporting statement highlighting why you are applying for the role and how you meet the person specification. Please also send a copy of your CV and the completed [equal opportunity form](https://vai.org.uk/wp-content/uploads/2021/11/equalities_monitoring-_form_20211.docx) to [recruitment@vai.org.uk](mailto:recruitment@vai.org.uk)

We will be reviewing applications as they come in and interview people on a rolling basis.

The closing date for applications is 23.59pm - Sunday 22 January 2023

**Interviews:** Wednesday 1st February 2023

**Interview location:** Voluntary Action Islington, 200a Pentonville Road, London, N1 9JP

If you have any further queries regarding this role, please contact Navinder Kaur by emailing [navinder.kaur@vai.org.uk](mailto:navinder.kaur@vai.org.uk) or

Julie Parish [julie@octopuscommunities.org.uk](mailto:julie@octopuscommunities.org.uk) (Wednesday to Friday)

**Helpful information**

Information on Fairer Together [Here](https://www.islington.gov.uk/-/media/sharepoint-lists/public-records/communications/publicity/publicconsultation/20192020/20200226islingtonfairertogetherdiscussionpaper.pdf)

Octopus Community Networks [Here](https://www.octopuscommunities.org.uk/)

Voluntary Action Islington [Here](https://vai.org.uk/)

Local Wellbeing Networks [Here](https://vai.org.uk/local-wellbeing-networks/)