



EUROPE & SCOTLAND
European Social Fund
Investing in a Smart, Sustainable and Inclusive Future

Community Builder

Location: The role is currently based within Greenock, however the job location may move within the Inverclyde Council area. Some work outside of the Inverclyde area should be expected.

Salary: £22,500 pro rata

Hours: 35hrs per week or pro rata. The nature of the job will require regular / frequent working at evening / weekends.

The Role

The Community Builder(s) will develop the capacity of local communities to connect and collaborate. Specifically they will support the development of small community groups that build social cohesion. They will also recruit local “Community Connectors” – volunteers that live locally and who are well placed to connect others in the area to each other and to local groups / services.

Training relevant to the requirements of the post will be offered. The post-holder will be required to attend appropriate training and conferences.

This post is funded through the Aspiring Communities Fund (ACF) with support from the European Social Fund (ESF).

Specific Duties and Responsibilities

The specific duties and responsibilities of the role-holder will vary upon demand and the needs of customers. However it would be reasonable to expect that the following would form part of regular duties:

- 1) Maintain information about activities in the local community
- 2) Build connections across the community with people and groups in the area
- 3) Support the development of community groups in the area – e.g. tenants and residents, neighbourhood watch, parent and toddler groups.
- 4) Support groups to apply for small pots of grant funding
- 5) Organise networks, training and events
- 6) Recruit and train “Community Connector” volunteers – willing to promote cohesion across the area
- 7) Such other duties as may be required by managers

Person Specification

Qualifications

Educated to Degree level	Desirable
Qualification in community learning and development	Desirable

Competencies

Strategic Awareness	Level 2
Quality and Change	Level 2
Effective Decisions	Level 2
Communication & Leadership	Level 2
Partnership Working	Level 2
Continuous & Professional Development	Level 2
Knowledge & Skills	Level 2
Delivering a Quality Service	Level 2
Taking Responsibility	Level 2

Experience / Knowledge

Experience of delivering training	Desirable
Good IT skills with ability to use Word, Excel and Outlook	Essential
Experience of working in and with communities	Essential
Experience of successfully applying for funding	Desirable
Understanding of the voluntary sector in Scotland	Essential
Experience of organising events	Desirable
Experience of recruiting and managing volunteers	Desirable