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| **Role Profile** | |
| **Title** | Local Conversation Project Lead |
| **Location** | Edinburgh (North) Muirhouse |
| **Salary** | £27,000 per annum (Pro Rata) |
| **Hours** | Part time 30 hours per week |
| **Leave** | 28 days (plus public holidays) |
| **Report to** | Service Manager |
| **Role summary** | |
| Community Renewal is a social enterprise and registered charity that works to build community, improve quality of life and alleviate poverty by engaging individuals and families and supporting them to achieve sustainable employment, improved health and to become more involved in their community.  Community Renewal currently operates in 5 neighbourhoods in Glasgow and Edinburgh but has plans to expand to other areas in Scotland including Ayrshire, Dundee and Dumfries. The current income of the organisation is just over £1m per annum.  Community Renewal has been supporting residents to lead a Local Conversation in Muirhouse since 2017. Local Conversations is a People’s Health Trust initiative, which involves supporting residents to develop a shared vision for their community and take local action on issues that matter to them.  People's Health Trust is an independent charity investing in local neighbourhoods to help create a society without health inequalities. It works closely with each of the regional and country lotteries raising money through The Health Lottery, and distributes grants. www.peopleshealthtrust.org.uk  The purpose of the **Local Conversations Project Lead** is to take up the key role in the delivery of the Local Conversation in Muirhouse. The role requires effective and enabling leadership in supporting residents to design, develop, deliver and evaluate their Local Conversation. The Project Lead helps to ensure there are ongoing opportunities for everyone to be involved and that the project makes progress on the priorities defined by local people (‘Bringing the Community Together’, ‘The Environment’ and ‘Community Wellbeing’), as well as pursuing the broader company strategy of embedding existing projects within their respective neighbourhoods and supporting the development of new initiatives.  The postholder will support the Community Forum to lead the Local Conversation, as well as support people across the community to develop priority actions and projects. Experience of community development theory and practice is essential in this role. | |
| **Overall Objectives** | |
| * Taking responsibility for the delivery of the Local Conversation in Muirhouse, Edinburgh * Develop and maintain an outreach and community engagement strategy within the project’s target area which will assist local people to seek solutions to local priorities collectively * Conduct listening and engagement activities with the community to mobilise people around the community’s vision for the neighbourhood * Support and build the capacity of residents to participate in decision making processes to invest the grant from People’s Health Trust * Support the development and growth of the Local Conversation Community Forum, including its oversight and allocation of resources, and priority actions and projects to help realise the community’s vision for the neighbourhood * To use the NHS Health Scotland Place Standard to measure progress from the perspective of the community * Support residents to self-evaluate progress and impact, share learning with others | |
| **Key accountabilities** | |
| * To support an ongoing process of community engagement within the Local Conversation * To encourage involvement in the Local Conversation from local people whose voice is rarely heard * To recruit and support community volunteers to participate in the Local Conversation * To support the development of leadership within the community and build confidence and skills to participate in decision making structures within the Local Conversation * To organise, prepare and facilitate the Local Conversations Community Forum meetings, while recording meeting content, preparing reports, and circulating and publicising meeting minutes * To support the establishment of thematic groups to develop projects that work towards the vision for the neighbourhood * To ensure that all grant expenditure is approved, catalogued and accounted for with receipts * To link into and participate in opportunities, activities and programmes becoming available through People’s Health Trust and other organisations in Edinburgh * To maintain accurate and up to date data which can be used to support the project evaluation * To monitor and evaluate performance and outcomes and prepare and carry out plans to make necessary adjustments to ensure success of services and contracts, whilst always working within the ethos and values of Community Renewal * To ensure that Community Renewal’s policies and procedures are implemented consistently in all of its offices and venues including Health and Safety, Data Protection, Equalities and Staff Absence and Performance * Any other duties as required by the senior management | |

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| **Role Requirements** | | |
|  | **Essential** | **Desirable** |
| **Experience** | * Experience of delivering Community Development and Capacity Building in communities * Experience of using community engagement approaches in a community setting * Experience of supporting local projects /promoting collective action, including partnership building between active individuals and community groups * Experience of designing and delivering volunteer training and of evaluating the effectiveness of the training * Experience of recruiting and managing staff and volunteers * Experience of managing data, writing monitoring reports * Experience of managing budgets and implementing small grants | * Experience of project evaluation * Experience of Asset Based Community Development * Knowledge/understanding of the Community Empowerment (Scotland) Act 2015 and related policies and initiatives |
| **Qualifications** | * Educated to degree level in a Community Development or relevant subject | * Qualification in Training |
| **Knowledge/Aptitude** | * Excellent and demonstrable engagement skills * Excellent and demonstrable people management skills * Excellent presentation and training skills * Ability to manage time across multiple projects and locations * Ability to work outside comfort zone and take on new challenges with enthusiasm * To be very flexible and able to work across projects in different stages of development which may be changing fast * Commitment to continuous professional development * Excellent Information Technology skills * Passion for transformation and for providing services to vulnerable individuals and families * To professionally represent the organisation at meetings and events, as and when required | * Ability to track and evaluate the progress of individuals in order to understand the long term economic and social impact on households and neighbourhoods |

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| **Requirements we are looking for in candidates** | |
| **Knowledge and skills** | * Communication skills with the ability to engage and work with staff, key stakeholders, national and statutory organisations and funding partners * Knowledge of successful engagement strategies * Knowledge of blended training programmes including on-line training and on-site training * Knowledge of Asset Based Community Development * Capable of the effective management and supervision of volunteers across diverse projects * Knowledge of the community support structures in the local area is an advantage * Resilient and capable of managing potentially stressful situations whilst presenting a calm capable and reassuring presence to staff and volunteers |
| **Experience** | * Extensive and demonstrable experience of service delivery in a demanding context. * Experience of having successfully implemented training and capacity building * Experience of designing tailor made training solutions for community volunteers * Experience and skills needed to develop and manage effective partnerships at community level * Practice experience in an area of service delivery which empowers disadvantaged individuals to gain greater control and self-management of their lives. |
| **Attitude and approach to work** | * Highly flexible and ready to take on the challenge of new initiatives notice without losing quality or focus in existing programmes. * Able to demonstrate a strong commitment to the objectives, values and vision of Community Renewal. * Self-motivated, punctual, reliable, responsible and able to work under pressure and to tight deadlines. * Ability to manage time effectively; work to deadlines, and the ability and willingness to work outside normal hours when necessary. * Demonstrable commitment to the principles of social justice, equality of opportunity and challenging discrimination. * Committed to personal development. |
| **Service Focus** | **Service provision**   * Be able to demonstrate a comprehensive understanding and knowledge of developing communities * Must be a motivated and professional individual, with a desire to achieve results with a strong community focus   **Recording and monitoring**   * Comfortable working with a wide range of management information; able to provide data for reports where required |
| **Interpersonal**  **Skills** | **Working with others / Leadership**   * Able to network effectively at community level and build and maintain constructive working relationships across a wide range of stakeholders, including clients and community groups * Excellent people skills and the ability to lead, motivate and develop a team of volunteers   **Communication**   * Outstanding communication and interpersonal skills, both written and verbal * Confident at presenting information in a variety of situations and to different audiences * Demonstrable negotiating and influencing skills   **Equality and Diversity**   * A demonstrable commitment to equal opportunities and diversity, including a commitment to co-production. |
| **Commitment to the Organisation** | **Commitment to organisational goals**   * An authentic and demonstrable commitment to the Vision, Mission and Values of Community Renewal. * Willingness and ability to take ownership of issues facing the organisation   **Embracing change**   * Open to and supportive of change and new ways of working. * Should exhibit openness to change and a drive for continuous improvement, and ability to deal positively with challenges and changes in strategic direction. |
| *The post holder is expected to work within policies and procedures of Community Renewal and be committed to its ethos and values. This includes promoting and demonstrating the principles of equal opportunity (including encouraging diversity and tackling discrimination) and sensitivity to the environment.* | |
| Please send your **CV and covering letter** explaining your motivation for applying and suitability for the role to jill.mcmahon@communityrenewal.org.uk Or post to -  Jill McMahon  Community Renewal (East Office)  31 Bingham Avenue  Edinburgh  EH15 3HZ  Closing date for applications is Friday 13th September at 5pm. Please note applications received after this date and time will not be considered. | |
| For an informal discussion regarding the role please contact Laura Donnelly on 07701380928. | |