

**JOB DESCRIPTION**

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| **Job Title** | **Community Engagement and Development Officer** | | | | |
| **Salary** | £24,000 per annum | **Hours** | 35 hrs/week (Will consider job share between 2 applicants) | **Location** | Glasgow |
| **Reporting To** | Projects Manager | | | **Contract** | Fixed Term (until March 2023) |

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| **RESPONSIBILITY FOR:** |
| Delivering the work of Pollokshields Development Agency (PDA) Glasgow, as directed by the Project Manager and Board of Directors. |
| **MAIN PUROSE** |
| To develop and assist the delivery of the day to day operations of designated projects. Ensuring a high-quality service in line with the ethos, values, protocols and service standards of Pollokshields Development Agency, relevant legislation, funders agreed outcomes and local / national objectives. |
| **MAIN DUTIES AND RESPONSIBILITIES** |
| * Working remotely (at present) due to Covid-19 restrictions, as part of a team and on your own. * To promote, foster and sustain effective working relationships with other community groups, voluntary sector organisations, local strategic networks, Elected Members, clients and associated partner organisations * To support the Project Manager in the delivery of specific project work and management of daily operations of PDA services and projects in line with the organisation’s objectives, relevant legislation, Codes of Practice and Regulatory Bodies * To coordinate, and attend meetings, seminars, conferences etc. on behalf of PDA as directed by the Project Manager. * Planning, organising and facilitating community and project events and workshops. * To contribute to the development of procedures, projects and initiatives for service delivery * Recruitment, training and supporting volunteers for the PDA projects. * Positively engaging with the residents of Pollokshields and Southside of Glasgow * Identify opportunities for the delivery of current and future development of projects. * Assist with evaluations and monitoring of all PDA projects * To comply with the Equality Act 2010, Health and Safety Act 1974 and Data Protection Act GDPR 2018 * Promote and publicise the Project(s) through a range of communication methods including leaflets, community events and social media. * Arrange and coordinate/facilitate activities in line with the project plan(s) to create awareness through online meetings, online workshops, formal/informal meetings, community consultations, and phone meetings. * Maintain relationships with internal and external stakeholders ensuring project(s) are delivered on time and within budget. * Develop and organise online training workshops for staff and volunteers to enable the delivery of online classes for the community. * Organise and conduct virtual meetings through platforms such as Zoom and Microsoft Teams. * Ensure accurate records on activities are kept and contribute to the regular monitoring, reviewing and development of the service delivered and proposed by PDA. * To prepare and present reports to the PDA Board of Directors and external partner organisations as/when required. * To highlight and discuss any strategic issues arising from day to day operations * To ensure that the duties and/or responsibilities, as defined in the PDA’s Health & Safety Policy are implemented within the sphere of operations of the post with particular reference at all times to the Health & Safety of employees and members of the public * To promote the work and ethos of PDA and to comply with PDAs Equality Policy * To facilitate the development, implementation and review of standard operating procedures of PDA services in conjunction with the line management and in accordance with the legislative requirements. * To prepare the risk assessments and get them signed off by the Project manager for the delivery of services to ensure the health and safety of practitioners, staff and volunteers.   This is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing role within the organisation and the overall business objectives of the organisation. The job description will be reviewed and amended, in consultation with the postholder, as duties and responsibilities change. |

**Personal Training and Development**

* Undertake appropriate training where necessary

**Person Specification and Method of Assessment**

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| **Person Specification** | | |  |
|  | **Essential requirements** | **Desirable requirements** | **Method of Assessment** |
| **Education l / Training and Qualifications** | * Educated to degree level or equivalent * Working knowledge of data protection and the principles of GDPR 2018 | * Experience/ training certificate in community planning and development. * Working Knowledge of Health and safety at work * Experience in writing Risk Assessment reports | Application + Cite at Interview |
| **Relevant work /other experience** | * Experience in partnership working in a community setting. * Ability to communicate effectively with members of the public, the business community, elected members and others * Experience in monitoring and reporting. the progress of the project in hand * Experience of working and managing a team of volunteers * Experience of working as part of a team * Experience of working in an interfaith setting | * Knowledge of the methods of community engagement and development. * Knowledge of the diversity and inclusion of a community | Application + Cite at Interview |
| **Particular Skills/Abilities** | * Ability to write clear, concise and accurate reports. * Proven record of organising and addressing public meetings. * Excellent interpersonal skills to enable effective working in a fairly small community. * Possession of high IT skills. and the ability to use all components of the Microsoft Office package. * Proven ability to use video-conferencing tools. * Ability to work with minimum supervision: prioritising workload effectively to meet tight deadlines. * Ability to work remotely. * Experience of organising and conducting virtual meetings through platforms such as Zoom and Microsoft Teams. | * Experience in report writing * Knowledge and understanding of the community sensitivities. | Application + Cite at Interview |
| **Personal Qualities** | * Ability to foster “a can-do” culture by actively seeking solutions to problems. * Flexibility, enthusiasm and the ability to lead and manage a small team. * Ability to form productive working relationships with a wide variety of people from different organisations. * Excellent verbal and written skills. * Good organisation skills to ensure the service delivery in time | * Self-motivation. * Good organisational skills * Ability to motivate others * Working knowledge of emotional intelligence | Application + Cite at Interview |
| **Any Additional Job-related requirements** | * Personal commitment to the principles of community development. * Willingness to undertake occasional evening and weekend work. * Clean current driving licence |  | Application + Cite at Interview |