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| **Role Profile** | |
| **Title** | Local Conversations Project Lead (Job Share) |
| **Location** | Muirhouse, Edinburgh |
| **Salary** | £25,000-£29,000 per annum (depending on experience) (pro-rata) |
| **Hours** | 15 |
| **Leave** | 28 days (plus public holidays) (pro-rata) |
| **Report to** | Muirhouse 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.  The current income of the organisation is over £1m per annum. The purpose of the Local Conversations Project Lead position is to take up the key role in the delivery of the People’s Health Trust Funded Programme in Muirhouse, Edinburgh. | |
| **Overall Objectives** | |
| * Taking responsibility for the delivery of Community Renewal’s Local Conversation in Muirhouse * Conducting Listening Activities with the community to create a community vision for enhanced health and wellbeing * Supporting and building the capacity of residents to participate in decision making processes to invest the grant from People’s Health Trust * Supporting the development and growth of projects to help realise the community vision and in particular the vision of the youth within the community * To provide support and line management youth workers and community volunteers | |
| **Key accountabilities** | |
| * To support the process of developing a vision for the community by carrying out listening surveys, interviews and focus groups and providing training and support to community volunteers * To encourage involvement in the Local Conversation from local people including the youth whose voice is rarely heard * Supporting the establishment of thematic groups to develop projects that can be worked up into PHT projects * To ensure that all PHT expenditure is approved, catalogued and accounted for with receipts * To recruit and support community volunteers to participate in the Local Conversation Project * To maintain accurate and up to date data which can be used to support the project evaluation * To line manage and support youth workers and community volunteers | |

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| **Role Requirements** | | |
|  | **Essential** | **Desirable** |
| **Experience** | * Experience of delivering Community Development and Capacity Building in communities * Experience of designing and delivering capacity development for young people * Experience of recruiting and managing volunteers * Experience of managing data and writing monitoring reports * Experience of keeping financial records of project expenditure with catalogued receipts | * Experience of project evaluation * Experience of Asset Based Community Development * Experience of maintaining excel spreadsheets |
| **Qualifications** | * Listening Survey and Focus Group Training * Youth work training | * Qualification in youth work * Holistic Assessment Training |
| **Knowledge/Aptitude** | * Ability to work as part of a small team/ job share * Excellent and demonstrable engagement skills * Excellent presentation and training skills * Ability to manage time across multiple community projects * 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 | * Knowledge of working with young people in a community setting * Knowledge of local projects in Muirhouse |

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| **Person Specification** | |
| **Knowledge and skills** | * 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 |
| **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 at short notice without losing quality or focus in existing projects * 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 including evenings and weekends * Demonstrable commitment to the principles of social justice, equality of opportunity and challenging discrimination. * Committed to personal development. |
| **Service Focus** | **Service provision**   * 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   **Communication**   * Outstanding communication and interpersonal skills, both written and verbal. * Confident at presenting information in a variety of situations and to different audiences   **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.* | |