



Williamsburgh

HOUSING ASSOCIATION

• Limited •

JOB DESCRIPTION

- A. JOB TITLE**
Community Regeneration Co-Ordinator
- B. SECTION**
Development
- C. GRADE AND SALARY**
Grade 4
- D. RESPONSIBLE TO:**
Chief Executive
- E. REPORTING TO:**
Development Manager
- F. PLACE OF WORK:**
Ralston House, Cyril Street, Paisley
- G. HOURS OF WORK:**
35 Hours per week
Flexi-time
- H. RESPONSIBILITIES AND OBJECTIVES:**
To help deliver Williamsburgh Housing Association's Community Regeneration Strategy.
- I. AREA OF OPERATION WHICH JOB AFFECTS:**
Community Regeneration

J. MAIN TASKS, RESPONSIBILITIES AND SPECIFIC DUTIES:

1. Main tasks

- 1.1 To drive Williamsburgh Housing Association's community development and wider role activities.
- 1.2 To assist the regeneration of Williamsburgh HA's communities by securing funding and developing projects in areas such as community capacity, access to employment, training, digital inclusion and business development/social economy.
- 1.3 To deliver projects in partnership with the community and community groups.
- 1.4 To develop effective partnerships with relevant organisations.
- 1.5 To line manage and develop project staff where appropriate.
- 1.6 To report to the Association's Management Committee and funders on community regeneration projects, outcomes and activities

2.0 Responsibilities

Wider Regeneration and Community Development

- 2.1 Continue to develop the Association's wider community regeneration strategy and prioritise our action plans for our activities in supporting local communities, particularly in the more marginalised, disadvantaged or excluded communities.
- 2.2 Develop with partners, activities that go beyond the provision and management of housing with the aim of improving the economic, social and environmental circumstances of the local communities where we operate.
- 2.3 Develop through assessment of training and support, to other relevant staff where appropriate, to maintain close working relationships with statutory and voluntary agencies.
- 2.4 Promoting the use of community development techniques and group work skills for both staff and governing Board members.
- 2.5 To provide a relevant wider community regeneration input to any other strategic documents or plans.
- 2.6 Work closely with appropriate staff on community capacity building programmes in the local communities.

3. Resourcing Wider Community Regeneration

- 3.1 Act as lead officer with responsibility for liaison with a wide range of funders, for all community regeneration activities.
- 3.2 Act as the main point of contact between the association and all partner and funding organisations.
- 3.3 When required, assist local groups with, or make on behalf of the association, applications for funding for wider community regeneration projects.
- 3.4 Manage, distribute and monitor applications and funds from the Association's general wider community regeneration fund.
- 3.5 Maximise external funding opportunities for wider community activities and projects.
- 3.6 Monitor and evaluate wider regeneration projects.

4. Develop Effective Partnerships

- 4.1 Work closely with residents, external agencies, local business and others to understand needs, identify opportunities and develop plans, proposals and funding bids.
- 4.2 Represent Williamsburgh Housing Association on various local forums, networking effectively and play an influential role in defining and delivering “joined up” regeneration activity.

5. Individual Projects

- 5.1 Project manage the Association's specific existing and new projects.
- 5.2 Oversee the development of the Association's specific project outcomes and activities, including budget monitoring
- 5.4 Support any staff members in drafting project plans and actions plan specific to the activities.
- 5.5 Monitor progress with any other relevant action plans.

6 FLAIR

- 6.1 Working with our FLAIR partners on joint funding bids and if successful the resulting projects.

7. General

- 7.1 Any other duties as required by the Development Manager.