

Raploch Community Partnership Ltd Community Connector Job Profile



Job Title:	Community Connector	Responsible to:	Executive Director
Responsible for	Sessional workers (as funding allows) Volunteers / Peer Facilitators		
Key relationships:	Activities Coordinator. There will be 10 hours per week of the post holder to assist you in developing our work in priority communities (see organisation chart for details)		
Rate of pay:	SJC 16-21 £20,982 – £23,585 FTE	Hours of Work:	35 hours. We are happy to discuss part time
Status:	Fixed Term contract	Probation period:	3 months
Closing Date:	15 April 2022		
Contract	Fixed term contract until 31 March 2025. Please note this post is funded, in the first instance from Henry Smith Charity		

We are an award winning community regeneration organisation, based in Raploch, delivering to priority communities in Stirling. We facilitate an increase in social connectedness of individuals experiencing disadvantage. We deliver community led, and embedded in the communities they support, regeneration services. We currently deliver training, employability, intergenerational, digital, volunteering and befriending as well as award winning services to tackle social isolation and loneliness. Full details on our website or social media.

The Community Connector will help us develop our offerings to deliver additional community led, and embedded in the communities they support, regeneration services. They will build on and further establish links to enable us to deliver on an outreach basis in priority areas in Stirling which do not have any such services (Fallin, Plean, Cowie and others). We currently deliver training, employability, intergenerational, digital, volunteering and befriending as well as award winning services to tackle social isolation and loneliness.

We do things WITH not TO communities – you will be a people person, who wants to help people get to where they, and their communities, want to be.

You will join a committed, passionate team as we build community capacity to allow co design and delivery of activities in priority areas in Stirling

Organisational Objectives

1. Improve the life chances of disadvantaged children and young people and increase their opportunities for empowered, active citizenship
2. Cultivate opportunities for economically inactive, disadvantaged and disengaged people to realise their potential through their activity, work and incomes
3. Improve resilience within families, enhancing social wellbeing and quality of life

The Role

The Community Connector will be a hardworking and versatile individual with a ‘can do’ attitude and reports to the **Executive Director**. They will operationalise and deliver the Covid Recovery fund we have received from Henry Smith Charity.

They will co design with communities and deliver a range of services best meet the needs of the target groups in priority areas in Stirling. They will work to develop new services, seeking funding opportunities where appropriate and assist the executive director in ensuring sustainability of the project. They will engage with the community to ensure they can participate in activities and to facilitate their personal, social and educational development and contribute to the organisational objectives shown above. The hours attached to the post will be worked flexibly to cover the demands of the organisation

Your key duties will be delivery of our Covid Recovery project. This project **assists the socially isolated and lonely or those who need facilitative support with active citizenship. We facilitate an increase in social connectedness of individuals experiencing disadvantage.** Beneficiaries will be those experiencing loneliness and isolation and/or life transitions and circumstances, living alone, those with learning disabilities, living on a low income.

You will build community capacity to allow co design and delivery of activities in priority areas in Stirling to enable participants to access training, employability, digital, intergenerational or other activities to alleviate social isolation and loneliness including volunteering and befriending activities.

You will work to best practise in **community engagement standards** to co design services with the communities so they have what they want and need. You will facilitate and enable community led regeneration training, employability, intergenerational other services to tackle social isolation and loneliness on an outreach basis in priority areas in Stirling which do not have these services currently running in Raploch (Fallin, Plean, Cowie and others¹).

Our award winning model is operational, this post will work with communities in other areas to meet the need for our services.

The role, and the hours, and the areas we need people to operate in are varied.

Key Responsibilities

To develop open, honest and trusting relationships with current and prospective members and to help provide opportunities for growth and development in a supportive environment. In addition to duties detailed under 'role', all of our valued staff are required to:

- (1)** Ensure effective engagement, communication and relationships with all you assist and work with
- (2)** Provide a 'meet and greet' service in the Community Hub or Outreach in person, by telephone, digitally or other methods
- (3)** Deliver outcomes against performance indicators within set timescales under the supervision of their managers.. Monitor and evaluate performance and provide reporting
- (4)** Undertake general administrative tasks such as letter writing, typing, filing, and recording of activities and engagement on databases and spreadsheets
- (5)** Facilitate community involvement at organisation sessions or events
- (6)** Undertake outreach activities where appropriate
- (7)** Demonstrate understanding and commitment to equal opportunities
- (8)** Take seriously the positive influence you can have on participants life and the potential to inspire them in their choices for the future
- (9)** To work as part of a team which plans, prepares and implements a programme of activities which meets client needs
- (10)** To operate within the Code of Practice, adhering to all health and safety procedures and child protection measures
- (11)** To operate in accordance with all Raploch Community Partnerships guidelines, policies and procedures.

¹ Fallin, Plean, Cowie and others

- (12)** To attend meetings and briefings, undertake training as required, and show commitment to the employee development process
- (13)** Any other reasonable duties as required within the scope of meeting organisational objectives

Working Environment

The post holder must:

1. Work the necessary time and hours that are required to deliver the project including out of normal hours
2. Have the ability to work flexibly and cooperatively within a small team to meet tight deadlines
3. Be able to demonstrate how they will meet the need to delivery flexibly across multiple priority area locations.

Person Specification

Attributes	Essential	Desirable	Method of Assessment
Experience	<p>Previous paid community / retail / administrative work / training experience</p> <p>OR</p> <p>Previous experience volunteering community / retail / administrative work setting</p> <p>Good standard of literacy, numeracy, verbal and telephone skills</p>	<p>Admin / It or Business qualifications</p> <p>Previous volunteer experience or volunteer support experiences</p>	Application Form, Interview and References
Skills, Abilities and Knowledge	<p>Good administrative, IT and organisational skills</p> <p>Experience in Microsoft Word, Excel and Access</p> <p>Experience in setting up email account in common packages</p> <p>Ability to model good behaviour</p> <p>Positive and Can do attitude</p> <p>Ability to maintain accurate records</p> <p>Ability to work alone and as part of a team</p> <p>Must be good time-keeper, reliable, and prepared to work flexibly</p>	<p>Experience in social media (Facebook and Twitter)</p> <p>Experience in Canvas or other desktop publishing applications</p>	Application Form, Interview and References
Interpersonal and Social Skills	<p>Able to communicate clearly and assertively</p> <p>Ability to develop and maintain positive relationships with people</p> <p>Must be able to motivate people and encourage participation</p> <p>Able to handle challenging situations confidently</p> <p>Comfortable working with mixed age groups</p>	Previous experience working with intergenerational groups	Interview
Health and Physical Attributes	This will be an active role – Candidate must have ability to carry out the duties of the post effectively		Interview
Other	Must provide proof of identity and be happy to participate with Disclosure Scotland PVG scheme.		Criminal Convictions and Disclosure Check

This is an outline and may be subject to change, with negotiation with the post holder, as the post develops. Application by CV and covering letter by deadline date shown to recruitment@raplochcorner.org.uk

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