

## Station House Media Unit

### JOB DESCRIPTION

#### 1. ORGANISATION

**POST TITLE:** Community Development Manager

**STRAND:** Community

**LOCATION:** Station House Media Unit (Aberdeen)

**STATUS:** Full time

**SALARY:** £31,419 - £34,213

#### 2. JOB PURPOSE

Working alongside the Management Team you will provide a pivotal leadership role within the organisation, designing, managing and coordinating all operational aspects of our organisations Communities strand.

You will be a passionate advocate for the strand, coordinating our Community Development & Engagement Strategy, and ensuring the organisation is well represented in the Community Planning process.

You will oversee the community engagement elements of our media platforms (FM, TV and Press), working with our Community Media Team to create exciting volunteering opportunities and develop a coordinated approach for showcasing our local communities.

You will have managerial responsibility for the Communities staff team, ensuring that the organisation's community services are designed, managed, and delivered to the highest standards through robust quality assurance and performance management. You will also contribute towards the financial sustainability of the strand, ensuring that your team deliver all funding, reporting and evaluation requirements.

#### 3. REPORTING RELATIONSHIPS



#### **4. MAJOR TASKS**

- 4.1. Design, manage, coordinate and oversee all operational aspects of the organisation's Community Development & Engagement Strategy.
- 4.2. Provide a high standard of line management and support to all relevant staff by ensuring staff members are fully supported within their roles and responsibilities.
- 4.3. Oversee the community engagement elements of our media platforms (FM, TV and Press), working with the Community Media Team to create exciting opportunities for volunteering and develop a coordinated approach for showcasing our local communities.
- 4.4. Support community members and local community organisations to get involved, building relationships and revitalising pathways into the organisation.
- 4.5. Be a passionate advocate for shmu's community development work and ensure the organisation is well represented within the Community Planning process.
- 4.6. Oversee all aspects of monitoring, evaluation, and reporting for our Community Development activities.
- 4.7. Work alongside the Chief Executive and other relevant staff to develop, implement and monitor a sustainable financial model for Community Development.
- 4.8. Undertake other related duties as required.

#### **5. ACTIVITIES**

- 5.1 Design, manage, coordinate and oversee all operational aspects of the organisation's Community Engagement & Development Strategy**
  - 5.1.1 Undertake a review and evaluation of current community projects and activities, engaging staff, volunteers, local community members and organisations.
  - 5.1.2 Coordinate the launch and implementation of the Community Engagement & Development Strategy.
  - 5.1.3 Manage and coordinate our Community Development & Engagement programmes and activities, in accordance with the outcomes agreed with funders and contracting services.
  - 5.1.4 Develop strong multiagency partnerships with key contacts and maintain regular communication with regards to service provision, future collaborations and shared interests.
- 5.2 Provide a high standard of line management and support to all relevant staff by ensuring staff members are fully supported within their roles and responsibilities.**
  - 5.2.1 Provide the highest standard of line management to all relevant staff members ensuring regular support and supervision meetings and appraisal processes are carried out in line with the shmu contract agreement.
  - 5.2.2 Support staff members through professional and personal development by ensuring relevant training opportunities are offered when necessary.

- 5.2.3 Manage and maintain overall responsibility for the support of contracted and freelance staff members involved in all Community programmes.
- 5.2.4 Assist the coordination of cross strand work across our community media platforms to ensure best practice for community engagement.
- 5.3 Oversee the community engagement elements of our media platforms (FM, TV and Press), working with the Community Media Team to create exciting opportunities for volunteering and develop a coordinated approach for showcasing our local communities**
- 5.3.1 Enhance and develop community engagement with our media platforms, ensuring they provide a voice for the local community and cover topics of interest, raise awareness of local issues and celebrate community focused work in our local areas.
- 5.3.2 Work with our Volunteer Coordinator to create new volunteering opportunities across the community media platforms – both in shmu and out in the community.
- 5.3.3 Work with the Management Team to enhance our use of media within other stands and projects, using media as a tool for engagement, skills development and transformation.
- 5.4 Support community members and local community organisations to get involved, building relationships and revitalising pathways into the organisation**
- 5.4.1 Attend and participate in local community events, building links and awareness of the work shmu does across our target areas.
- 5.4.2 Engage with community organisations and local groups to build pathways of engagement and partnership working.
- 5.4.3 Develop opportunities for community members and community groups to engage with shmu either at shmu HQ or in their local area.
- 5.5 Be a passionate advocate for shmu's community development work and ensure the organisation is well represented within the Community Planning process**
- 5.5.1 Be an ambassador for shmu at community events, promoting the work of all the strands and making links and partnerships.
- 5.5.2 Represent shmu at CLD meetings, ensuring our work is embedded within the CLD Strategy for the city.
- 5.5.3 Actively participate in Community Planning meetings at both a local and citywide basis.
- 5.6 Oversee all aspects of monitoring, evaluation and reporting for our Community Development activities.**
- 5.6.1 Manage and oversee all reporting processes to ensure all the community services programmes are being monitored and evaluated effectively.
- 5.6.2 Create and implement a mechanism to encourage project participants to contribute towards the design and development of community engagement.
- 5.6.3 Develop and implement quality assurance measures to ensure services are delivered to the highest level.
- 5.6.4 Support staff to use outcome measurement tools and input relevant data into our Upshot evaluation database.
- 5.6.5 Collate information and provide reports as required which evidences the impact of the organisations work across our communities.

**5.7 Work alongside the Chief Executive and other relevant staff to develop, implement and monitor a sustainable financial model for the community strand.**

5.7.1 Effectively monitor and report on all the community services budgets.

5.7.2 Contribute towards funding applications and in the negotiation of contracts and service level agreements for the strand.

5.7.3 Work alongside strategic and local partners to develop services in line with local strategic outcomes and commissioning objectives.

5.7.4 Work alongside the Management Team and other key stakeholders to design and implement a sustainable financial strategy for community development activities.

5.7.5 Develop shmu's reach and accessibility to different funding streams and maintain oversight of current and future funding and commissioning opportunities.

**5.8 Undertake other related duties as required.**

5.8.1 Take part in training and attend relevant meetings as required.

5.8.2 Undertake other duties as required by the shmu Chief Executive and/or alongside the Management Team.

## Person Specification

**Job Title:** Community Development Manager

**Salary:** £31,419 - £34,213

CRITERIA	ESSENTIAL	DESIRABLE
1. EXPERIENCE	<p>Experience in a management role within a community development setting</p> <p>Experience in service creation and development of community projects</p> <p>Experience working in a Community Development role with communities of interest (e.g., those living in regeneration areas, disadvantaged communities) and developing service provisions to facilitate sustained engagement</p> <p>Experience organising and coordinating community projects</p> <p>Experience line-managing staff</p> <p>Experience of creating and facilitating multi-agency partnerships to meet service needs</p> <p>Experience of securing funding and managing budgets</p>	<p>Experience with local partnerships and strategic groups</p> <p>Experience of community media or community activism</p> <p>Experience in monitoring and evaluation techniques</p>
2. QUALIFICATIONS	<p>Qualification at degree/post-graduate level or equivalent in a relevant field <i>or</i></p> <p>At least 5 years' work-based experience in a management role in a community development setting</p>	<p>Full Driving Licence and access to a car</p> <p>Health &amp; Safety training</p> <p>First Aid qualification</p>
3. SPECIAL SKILLS/ APTITUDES	<p>A team player with the ability to work under own initiative and to use skills flexibly</p> <p>Ability to prioritise and plan the work of self and others and to work to tight deadlines</p> <p>Well-developed interpersonal skills with ability to communicate well, both verbally and in writing</p> <p>The ability to building meaningful relationships with volunteers to promote engagement through a strong person-centred approach</p> <p>The ability to build multiagency relationships and negotiate with a range of agencies and partners</p> <p>The ability to develop innovative and effective solutions to work practice</p> <p>The ability to motivate and support staff effectively</p>	<p>Understanding and awareness of trauma informed principles</p> <p>Awareness of media tools – radio, film/TV, magazines</p>
4. PERSONAL QUALITIES	<p>The ability to be tactful, flexible and sensitive but assertive when appropriate</p> <p>Belief in the ethos and value of community development and engagement</p> <p>Willingness to expand professional practice through ongoing training and a commitment to personal learning and development</p> <p>A strong interest in working with and understanding of the needs of communities of interest - those living in regeneration areas, disadvantaged communities</p> <p>A commitment to, and an understanding of, the principles and implementation of Equal Opportunities, Child Protection, and Health &amp; Safety policies.</p> <p>A willingness to undertake duties in the evening or at the weekend as necessary</p>	