

PATNA ACTION GROUP LTD.

Patna Community Coordinator Contract Specification

Location:	Home based with regular working in Patna. The expectation is that the contractor will be visible in the community and working regularly from a community venue in Patna.
Reporting to:	Secretary, Patna Action Group Ltd.
Payment:	£26,000 in total, over 12 months for 28 hours a week (equivalent to £32,500 full time equivalent). Payment in monthly instalments on production of invoice against hours worked.
Hours per week:	28 hours per week on average – evenings and weekends when required
Contract:	Self employed. Initial contract term 12 months. Funding in place for 4 years (with continuation possible)

Background

The newly formed Patna Action Group Ltd (PAG) is establishing the role of Community Coordinator to catalyse and support community activity in Patna.

With the prospect of assured funding linked to new wind farm developments in the area, Patna has an exciting opportunity to begin planning for and implementing more community led activity that builds community wealth and wellbeing. But local people need to be at the forefront, shaping and influencing what change and development looks like. This postholder will help build community ambition by developing relationships with residents, supporting them to develop their ideas and skills and encouraging them to take positive steps to get more involved in activity that benefits themselves and the wider community.

Purpose

To develop and facilitate mutually beneficial activities that bring people in the community together, using this experience to increase the confidence and capacity of the individuals involved and to begin improving the community's effectiveness in addressing its own problems.

Main Activities & Responsibilities

- Reach out to, engage with and support local people to identify their strengths, skills, knowledge and interests (assets).
- Enable individuals to come together and create new activity groups, as guided by local people's own wishes and drawing on their assets.
- Support new groups to become self-managing.
- Identify and foster opportunities for local people to develop a shared sense of purpose and positive collective action to help each other and deliver wider community benefit.
- Gather information to monitor, measure and review the work in meaningful and appropriate ways.
- Identify, develop and maintain positive working relationships with key community stakeholders and partner organisations working in Patna.

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- Support the development of a long-term place-based strategy to help the people of Patna build a thriving community. Initially this will involve supporting with the refresh of a Community Action Plan for Patna.
- Support local groups with preparing applications for funding.
- Liaise with other stakeholders (professionals and volunteers) delivering community development in Carsphairn, Dalmellington and New Cumnock on areas of mutual interest and learning.
- Maintain an up to date understanding of relevant national and local policy developments specifically including, local governance, community planning and empowerment, place-based working, public sector reform and poverty and inequalities
- Provide information to and participate in regular reviews with your line manager & Patna Action Group Ltd.

Key Relationships

- The contractor will report to the Secretary of the PAG Ltd Board
- Patna Action Group Ltd's Board and volunteers
- Local people who volunteer and/or participate in community activity in Patna for the benefit of the community
- Local people who are not yet involved in community activity
- Staff or volunteers from other organisations providing services and support to Patna (including East Ayrshire Council and other third sector organisations)
- Stakeholders involved in community development in neighbouring communities of Carsphairn, Dalmellington and New Cumnock.

Knowledge & Experience Required

The ideal contractor will evidence the following criteria. However, consideration will be given to those who show an aptitude for the essential criteria and a capacity for learning and training for candidates with local knowledge and connections.

	Essential	Desirable
Experience	Delivering community engagement and development work in a community for a sustained period of time	Relevant experience of working in front-line community work or community development role.
	Enabling and facilitating individual and group development, with the skills to nurture, motivate and empower people to do things for themselves and on their own terms.	
	Experience in setting up new community groups or organisations	Experience of working with voluntary

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		committees & boards, either as a member or in a support role.
	Experience in developing and facilitating community-led projects using asset-based approaches.	Experience of working with volunteers
	Delivering and facilitating group events and workshops	
	Collecting and collating data, feedback and case studies	
	Utilising a range of social media to communicate to different audiences	Interest in website maintenance, social media and e-marketing
Knowledge & skills	Ability to demonstrate knowledge of the challenges facing rural communities, particularly those with aging populations and struggling economies	Knowledge of Patna and East Ayrshire including local activity, agencies and infrastructure
	Excellent knowledge of best practice in Community Learning & Development, capacity building, community empowerment and active participation	Qualified to degree level in community work, community development or a related area.
	Excellent interpersonal skills in building relationships with public, third sector and community stakeholders.	An understanding/experience of good partnership working
	Organisational skills including scheduling, working with deadlines and future planning.	
	Negotiation, collaboration and motivational skill	
	Competent level of IT skills	
Personal qualities	The courage, conviction and skills to innovate and overcome community apathy	
	Confidence, adaptability and resilience with an ability to work alone, sometimes in challenging circumstances; persevere; and respond flexibly to the needs of local people	
	Team player but capable of working independently and unsupervised	

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	Excellent communication skills, written and oral	
	Positive, empathic and people focused, non-judgmental, inclusive and supportive	
	Calm under pressure and ability to maintain appropriate professional boundaries	
Motivations & expectations	Focused on high personal and organisational performance	Based in Patna or within reasonable commutable distance
	Successful delivery of projects, events and activities	Full driving licence
	Able to work evenings and weekends as required	