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| Job title | Community Development Coordinator - Kingswood | Department | Sustainable Communities |
| Position reports | Community Development Manager | Position is responsible for | Volunteers |
| Location: Kingswood area, Kingwood Office with some home working | | | |
| Main purpose of job: To work with local residents, agencies and partners to bring people together through activities and events to ensure Kingswood is a great place to live. | | | |
| Position in Organisational Structure <pre> graph TD CEO[CEO] --> CDM[Community Development Manager] CDM --> CDC[Community Development Coordinator] </pre> | | | |
| Length of contract: | | Salary: £23 304 per annum pro rata 18 hours per week | |

| Main duties |
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| <ul style="list-style-type: none"> • Provide community leadership working in partnership with local groups • Raise funding to support community development • Building relationships within and across the community • Be a persistent and reliable conduit for introductions and linking people with others, groups, and activities. • Coordinate multi-agency community development in Kingswood • Engage and involve people, agencies, and partners so that people feel they can influence decision making and that their voice is important. • Be a community “go to” person for information, support, and volunteering opportunities. • Advocate volunteering by sharing best practice and supporting people to access local opportunities. • Promote opportunities for social action |

Last updated: October 2022

Date of next review: October 2023