

KEYSTONE DEVELOPMENT TRUST

JOB DESCRIPTION

POST:	Community Development Manager
SALARY:	£25,000 FTE
HOURS:	30 - Flexible to meet the needs of the service
RESPONSIBLE TO:	Chief Executive
RESPONSIBLE FOR:	Community Development Team
RESPONSIBLE FOR IN THE ABSENCE OF SENIOR MANAGERS:	All Keystone staff
LOCATION:	Based at the Abbey Neighbourhood Centre, Thetford also covering St John's Community Centre, Mildenhall.

1.0 JOB PURPOSE – General

1.1 To manage the Community Development Team and ensure that their work is delivered to the standards required by funding bodies, senior management and the KDT Board. To take the lead on a wide range of community development initiatives and projects that meet the Trusts objectives and identified local needs.

2.0 JOB PURPOSE – Specific

2.1 To implement the relevant parts of the Keystone Community Development Strategic Plan.

2.2 To oversee all projects being delivered by Community Development staff. This may include A*spire youth projects, Migrant Stop Smoking Service, Men's Shed, community café, the Abbey Neighbourhood Centre, St Johns Community Centre.

2.3 To line manage core Community Development staff and provide support, supervision & identify training where appropriate.

2.4 To ensure that the Trust has close working relationships with individuals, groups and communities across the area – in particular socially excluded/ deprived individuals, communities and groups.

2.5 To engage with external organisations in a positive manner, particularly those whose work compliments that of KDT.

2.6 To contribute to the management and programming of Trust community facilities.

2.7 To set up and manage volunteers who can support the community work of KDT.

- 2.8** To work with the Senior Management Team on identifying sources of funding and strategies to secure the longer term future of the Community Development Team.
- 2.9** To ensure that all Community Development projects comply with internal financial and progress reporting requirements.
- 2.10** To oversee a proactive and effective social media communication strategy – including Facebook, websites across projects.

3.0 NATURE AND SCOPE

- 3.1** To assist with drafting, implementing, and monitoring the Keystone Community Development Strategic Plan.
- 3.2** To engage in a style of work which:
 - a) Encourages residents to address issues, which affect their lives;
 - b) Recognises the skills and expertise of local people to further their own objectives;
 - c) Confronts discriminatory practices and behaviour in accordance with the Trust's Equal Opportunities Policies for employment and the delivery of the Service.
- 3.3** To ensure community profiles and needs audits are up to date and maintain a community information data base.
- 3.4** To develop new projects/services in partnership with Trust Managers and external organisations.
- 3.5** Select new people for the Community Development Team by planning future personnel requirements, selecting quality staff against specifications and assessing candidates against team and organisational objectives.
- 3.6** Plan the work of the team and determine work methods to achieve objectives set by the Trust Management Team. Monitor performance standards for the team and individuals and provide feedback.
- 3.7** To contribute to the development of social enterprises and Trust Businesses.
- 3.8** To contribute to the development Trust policy, procedures and plans.
- 3.9** To ensure the management and financial control of Community Development projects/programmes.
- 3.10** To act as Budget Manager on specified internal Trust budgets.

- 3.11 Responsible for reporting on the Implementation and management of external projects, and ensuring reporting mechanisms are in place to report direct to the relevant agencies.
- 3.12 To supervise, support and promote training opportunities for staff.
- 3.13 To support communities and groups in making use of provision.
- 3.14 To liaise closely and develop partnership projects / work programmes with other staff.
- 3.15 Identify opportunities for improvement to services and systems.
- 3.16 To monitor and evaluate work as required.
- 3.17 To prepare and present reports as required.
- 3.18 To attend Trust Management Team & Trust Board as required
- 3.19 To be aware of and act in accordance with Trust policies on equal opportunities and race equality in employment and service employment on all aspects of the job.

4.0 GENERAL RESPONSIBILITIES

- 4.1 Comply with the Trust's Equal Opportunities Policies for Employment and Delivery of the Service and co-operate in measures introduced to implement and monitor the Policies.
- 4.2 Comply with the Trust's Health & Safety Policy and all relevant Legislation.
- 4.3 To carry out any other duties as the Chief Executive shall properly require from time to time.

A casual car users allowance is available with this post.

The duties of the post are subject to review and in this respect the details contained are provided as an aid to the performance of the contract of employment.

Prepared: 5 May 2016