



JOB DESCRIPTION: COMMUNITY CO-ORDINATOR

Job Title:	Community Co-ordinator (People in Place)
Hours:	21 or 28 hours per week (<i>negotiable</i>)
Reports to:	National Co-ordinator (People in Place)
Salary Banding:	F2
Location:	Methil, Fife

JOB CONTEXT

Corra Foundation exists to make a difference to people and communities, by encouraging positive change, opportunities, fairness and growth of aspirations, which improve quality of life.

Our vision is for a society in which people create positive change and enjoy fulfilling lives.

Corra Foundation has over 32 years' experience as one of Scotland's leading grant-makers, distributing almost £138m through nearly 15,000 grants to charities.

We work closely with other charities and funders, communities and policy makers towards our four key aims:

- *Be the best grant-maker we can be* – Grant making is at the heart of what we do and we want to do it as well as possible with an open and accessible approach.
- *Get alongside communities* – through People in Place, we are working differently, including with communities we don't historically reach and others with a big appetite for change.
- *Share expertise* – We will use our 30+ years' experience in grant making to support others.
- *Partnership* – We want to make a bigger difference to people by working together with others.

Corra Foundation was previously called Lloyds TSB Foundation for Scotland.

JOB PURPOSE

The primary purpose of the role is to support Corra Foundation's aim of getting alongside communities. The Community Co-ordinator will contribute to this by building trusting relationships with the community, key partners and stakeholders to facilitate, identify and develop ideas for long lasting, community owned change.

The jobholder will support people to take forward their own actions - this will involve skill development, connecting groups and identifying funding support. The jobholder will work with a range of stakeholders predominantly at a local level, building strong relationships to support local

people to make changes. They will work closely with fellow Community Co-ordinators as well as the wider Corra Foundation team.

STRUCTURE

An organogram detailing Corra Foundation's structure, and where this role fits, is attached at Appendix 1.

MAIN ACTIVITIES & RESPONSIBILITIES

ENGAGEMENT

- Use a variety of methods to engage with all members of the community, including those considered 'seldom heard'
- Work with the community to actively encourage participation, engagement and action, based on identifying their shared priorities and supporting them to take these forward
- Mindfully and actively transfer skills and knowledge to the community, supporting people to develop links and networks whilst building capacity and confidence
- Recruit, train and support volunteers to help the turn their ideas into action
- Develop strong relationships with a wide range of stakeholders.

RESEARCH

- Use local and personal knowledge to help build a picture of the local area and identify and map key stakeholders and their connections / links
- Gather baseline information to produce an area profile of the community which shows a detailed understanding of its people, resources (community centres, libraries etc.), challenges and opportunities - existing and potential.

LEARNING AND EVALUATION

- Work closely with colleagues to share learning and practice, including what approaches do or do not work within a community
- Work reflectively to capture learning, and analyse and report on it
- Keep an activity/action log of all engagement taking place to make sure all learning and evidence of change is captured.

REPORTING

- Produce regular reports on the progress the community is making in relation to participation, engagement and action
- Work with the wider Corra Foundation team to share key lessons, community stories and case studies.

CORRA FOUNDATION-WIDE TEAM

- Participate fully as a member of Corra Foundation's team, demonstrating commitment to the organisation's values, including supporting the work and promotion of any other area of the Corra Foundation's activity in fulfilling its strategy
- Work closely with colleagues in the People in Place team and the Head of External Relations on marketing tools and materials, awareness raising and public relations
- Work with colleagues in Corra Foundation's grants teams to make best use of knowledge and skills and where appropriate access their networks and make use of their support
- Attend team meetings, project reviews, supervision sessions and training as required by Corra Foundation.

SKILLS REQUIRED FOR FULLY ACCEPTABLE PERFORMANCE

The primary skill for this role is about being able to engage with people of all backgrounds and build trusting relationships, from community members to strategic partners such as the council, other community planning partners and voluntary sector etc. In addition, you will need to be able to use your local knowledge to identify key people within the community who can help develop ideas and work alongside them to take forward any actions identified. It is vital that the community is in control of any ideas, actions and activities that we help to enable in the area; this role is about *supporting* people, for example by building capacity, knowledge and confidence to take action at their own pace.

The nature of the job demands a strong ethical and fair approach. The post requires a clean driving licence.

ESSENTIAL - The post holder must:

- Have experience of working within local communities and have some experience of managing local community groups and/or projects, on a paid or voluntary basis
- Have an understanding as to how to gather data and evidence and how this can be used
- Have an understanding as to local community planning processes
- Have great facilitation skills, and an ability to identify local solutions and ideas
- Have experience in pulling ideas together, creating a plan and delivering on the actions
- Have an ability to work flexibly within the community
- Have a non-judgemental approach
- Have experience of partnership working and be able to demonstrate an ability to form positive working relationships with a range of individuals and groups
- Have an understanding about the needs of volunteers
- Have good time management, organisational, communication and negotiation skills
- Be a creative and effective communicator, able to reach audiences far and wide to promote ideas
- Be able to keep records/notes and produce update reports on work as well as reflecting on how things are going
- Be based within the community or surrounding area
- Be enthusiastic, self-motivated and have an ability to work independently and as part of a team.

DESIRABLE - The post holder should:

- Have an understanding of role of funding and the variety of sources
- Have experience in or understanding of community development practice, specifically Asset-Based Community Development (ABCD) and the tools used such as 'asset mapping'
- Have a knowledge of policy in relation to community learning and development
- Have a qualification in relation to community learning and development.

WORKING CONDITIONS

This role will be based within the community of Methil in Fife with travel required throughout Fife and attendance at meetings across Scotland (mostly Glasgow and Edinburgh). Regular appraisal and support and supervision meetings will take place.