



*Helping where it matters most*

Community Builder  
£26,265 pro rata  
Part time, permanent  
20 hours

### **About Us**

Founded in 1993, Exeter Community Initiatives aims to improve the quality of life for people and communities in the Exeter area, and beyond. Over the years, we have helped over 50,000 people through our work.

### **About Community Building**

Working as part of the Wellbeing Exeter partnership, we have a team of Community Builders working across Exeter. They help to create new networks, connect people and opportunities, and look at what community spaces, skills, groups and people exist in an area.

Community life and social connections are vital to all our health and wellbeing. Wellbeing Exeter works alongside people to discover and develop opportunities and ideas on how to live and feel better and get connected to what matters to them.

### **About the role**

Are you interested in people, able to listen to their points of view, good at motivating people and passionate about building and strengthening local communities? This is an exciting and varied role for a dynamic and confident individual, in which the right candidate will work directly within communities in Exeter; bringing people together to improve wellbeing and make the community a better place to live!

### **Responsibilities**

- Maps out and maintains awareness of formal and informal community activity and provision.
- Identifies community assets and resources.
- Listens widely to people of all ages and backgrounds within the community to understand more about people's lives and how they feel about their community.
- Supports motivated individuals to transform ideas into action for the benefit of themselves and others.
- Identifies people who are natural connectors and natural leaders within neighbourhoods.
- Advocates for the community or underrepresented aspects of the community.
- Develops insight into power dynamics within a community and supports people to understand, manage and challenge these, where necessary.

📍 148 -149 Fore Street, Exeter, EX4 3AN

☎ 01392 205800

✉ info@eci.org.uk

🌐 www.eci.org.uk



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- Maintains awareness of City and County initiatives and developments that present opportunities for citizens to be more engaged and have influence over what happens in their communities.
- Builds & maintains co-operative internal and external relationships as part of the Wellbeing Exeter partnership including attending training, meetings and activities.
- Actively markets and promotes the programme within communities.
- Collects evidence of outputs and outcomes, ensuring consistent implementation of the monitoring and evaluation process.

## **Candidate Requirements**

### **Essential**

- Excellent communication and interpersonal skills
- Excellent listening skills
- Previous experience of Community Development / Community engagement
- Experience of working with individuals and with groups
- Ability to treat people as individuals, be understanding of the issues they face and see them as equal to you
- Ability to manage varying interests and potential conflict with confidence and sensitivity
- Experience of working collaboratively
- Ability to be flexible and adaptable to the different working environments required in community work
- Basic knowledge of the communities of Exeter
- Awareness of political and other tensions within Society

### **Desirable**

- Understanding and experience of monitoring and evaluation
- Understanding of professional boundaries and safeguarding
- Understanding of the health and social care climate
- IT literate with good knowledge and experience of different types of social media

## **Location, Commitments and Terms & Conditions**

- Permanent, part time role (20 hours per week)
- Some evening and weekend work required
- Enhanced DBS required
- Hybrid working locations (home/office/community blend)
- Able to travel for work (either own transport or public transport)
- 26 days holiday plus bank holidays with 1 extra day for each full year of service, up to 31 days

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- A Pension Scheme is available with a 5% contribution from the employer, provided it is matched by a minimum contribution of 3% from the employee
- Subject to a six month probationary period with an initial review after three months

Exeter Community Initiatives is an equal opportunities employer, and we will provide reasonable adjustments to support you throughout the process. Please contact us to identify any additional support that you might require to enable you to make an application. You can either email [hr@eci.org.uk](mailto:hr@eci.org.uk) or telephone 01392 205800.

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