

OUR ROEHAMPTON – COMMUNITY DEVELOPMENT LEAD



Role Summary

SALARY	Starting salary £32,000 per annum, plus annual increment
CONTRACT	Fixed-term contract until September 2027
HOURS	35 hours per week (p/t 28 hours per week can be considered); job share proposals considered. Some evening and weekend working will be required
RESPONSIBLE TO	Director
RESPONSIBLE FOR	Volunteers
PLACE OF WORK	Primarily in Roehampton; based in offices in Roehampton Family Hub, 166 Roehampton Lane, SW15 4HR

Context of the role

Our Roehampton is seeking an energetic, empathetic and resourceful community lead who has the skills, experience and tenacity to engage widely and support effectively. You will be our person on the ground - getting to know residents and organisations, making things happen, not just with the existing community groups and leaders in the Roehampton area, but also forging new connections with residents, activists and across the wider community and voluntary sector.

You'll connect people, ideas and resources to empower our community to thrive. Every day will be a chance to listen, to understand and to make a difference where it matters most as Roehampton is a place where there is a great need to build the ability, knowledge and potential of our community to collaborate in tackling inequalities which are deep and entrenched. You will be a confident self-starter who is unafraid of taking the initiative but understands the importance of democratic processes, openness and accountability.

This is an exciting time to join us as we have secured 3 years of core funding and can now turn our focus to the development and refinement of our offer for the residents and community organisations of Roehampton through new and exciting projects which meet their needs. You will support the Director in identifying opportunities for collaboration and partnerships which will deliver our mission of a flourishing, healthier, inclusive, connected and collaborative Roehampton.

You will be supported in the role by the full-time Director as your line manager, a part-time Administration and Communications Co-ordinator and the wider Board of Trustees. A DBS check will be required for the role.

Your day-to-day work will be varied and we expect this to include tasks such as:

- supporting local community organisations on a one-to-one basis, as well as creating and delivering high quality resources and support for them
- delivering meaningful engagement with residents, empowering them to develop their own networks and co-design projects and programmes which support them effectively
- managing a local grants programme which pilots and develops effective responses to community needs
- co-producing and developing Roehampton Community Weeks as a platform for community support and engagement
- gathering feedback and carrying out evaluation of our projects and of those we fund.

Why join us?

- **Impactful work:** Develop initiatives that make a tangible difference in a community with a high level of need.
- **Community development role:** Inspire and support local leaders, volunteers and residents to turn their ideas, which address the unique needs of our diverse community, into reality.
- **Inclusive environment:** Work within a friendly team that values equality, diversity, and inclusion.
- **Professional growth:** Training and development to meet your needs.
- **Flexible working:** Benefit from flexible working arrangements: Flexibility around core hours by negotiation and TOIL to cover additional hours worked outside office hours.
- **Holiday:** 33 days annual leave including 8 bank holidays.
- **Excellent pension:** 7% employer pension contribution after completion of probationary period.

About us

Our Roehampton is a registered charitable company that is embarking on an exciting period of development to establish itself as a community-led development trust for Roehampton in the London Borough of Wandsworth.

We have developed a strategic plan informed by consultation and involvement with the wider community and core funding has been secured for three years. The plan is not just to obtain funding for the charity's development and growth, but to build community knowledge, confidence and skills in developing and leading projects that tackle the deep-seated inequalities in the area.

A membership structure for the charity is also under development to give the community even more of a voice, improve our accountability and empower a wider range of people. For more information about **Our Roehampton** and the role, please visit <https://ourroehampton.org/contact>

JOB TITLE – COMMUNITY DEVELOPMENT LEAD

ROLE PURPOSE

Increase our community's abilities to solve collective problems

- Skills and knowledge of community leaders and groups are increased.
- Volunteering in the community to support local groups is increased.
- Local groups become sustainable and access funding to run impactful services and activities.
- More residents are supported to get involved in, and even lead, local initiatives and activities, and they feel empowered to help their community.

Building and celebrating community connections

- Individuals know how to get involved in their community and wider civil society.
- People and organisations collaborate, duplication is avoided, resources are used effectively.
- People know their neighbours, leading to increased respect and understanding.

Advocating for Roehampton

- An accurate understanding of local strengths and local needs is developed and built upon.
- People are informed and able to advocate for Roehampton and its communities.
- Statutory partners know how to deliver services that meet the needs of Roehampton.

Evaluation of impact

- Appropriate tools are employed to benchmark and review project delivery and impact.

Long-term improved outcomes for the Roehampton community

- People feel connected to Roehampton, know people locally and enjoy living and working here.
- People and groups can find out how to get involved with their community, develop their skills, and access the services they need.
- People, community groups and organisations are resilient and sustainable.
- Health inequalities and other inequalities are reduced, and well-being indicators increased.

KEY RESPONSIBILITIES

Community engagement and development

- Develop and maintain a detailed understanding of Roehampton and its communities through engagement and existing research.
- Be a visible, active, positive and engaging presence at local events, activities and meetings.
- Develop and deploy effective engagement tools to connect with community groups and residents.
- Support the development and delivery of local projects and activities by training, coaching and mentoring community groups and residents to gain the knowledge, skills and confidence they need e.g. fundraising, setting up and managing a new organisation, recruiting and managing volunteers.
- Facilitate networking and partnership building between local groups, and between local groups and other stakeholders at the borough and regional level.
- Work with the Director to identify and develop opportunities to build partnerships and collaborations, using the unique insights of local residents, groups and the wider community and voluntary sector.

Project development, delivery and management

- Feed into the development of projects, using insights and intelligence gained through community engagement work.
- Help develop monitoring and mechanisms for evaluating impact for our community, for funders and internal use.
- Ensure that partners, grant recipients and beneficiaries engage in the evaluation and impact measurement process and feed these results into communications and impact reporting.
- Work with colleagues and volunteers to deliver the day-to-day operations e.g. our community network, our quarterly magazine and our annual programme of community events called Roehampton Community Weeks.

Volunteer management

- Ensure any volunteers managed have clear role descriptions, are inducted and supported according to volunteering good practice.
- Identify and develop volunteering opportunities, both externally and internally.

Other responsibilities

- Engage with IT, digital applications and social media that support development and delivery.
- Create and contribute to regular communications content.
- Undertake regular catch ups and reviews with the Director and other team members.
- Champion the role of civil society in Roehampton and Wandsworth.
- Undertake training and development as required.

These are the main responsibilities of the role. Our Roehampton is a small charity, so flexibility is required, and a willingness to carry out other duties within the scope of the post.

HOW TO APPLY

If you would like to have an informal chat about the role or discuss any concerns you have about meeting the person specification then please contact **Noreen Meehan**, our director, at noreen.meehan@ourroehampton.org or call her on **07858 621678**.

We are particularly keen to encourage local people to apply for this role. If you feel that you have the skills and experience, please get in touch to discuss the role.

All applications need to be submitted online through Charity Job at <https://www.charityjob.co.uk/jobs/our-roehampton/community-development-lead/989000?tsId=36>

Please send a CV and a cover letter of no more than two sides of A4, explaining why you want the job and how your experience relates to the person specification. We'll use your cover letter to assess your application alongside your CV. **Please ensure that your cover letter explains how you meet the essential criteria that are assessed at application stage i.e. criteria numbers 1-9 on the person specification below.**

CLOSING DATE FOR APPLICATIONS: 5pm on 1 November 2024

INTERVIEWS: During the week beginning 11 November 2024

Please see person specification on next page

COMMUNITY DEVELOPMENT LEAD - PERSON SPECIFICATION

ESSENTIAL CRITERIA	Assessed at application	Assessed at interview
1. Experience of community development or similar work focused on building on a community's strengths and potential	*	*
2. Experience of supporting people and / or groups to gain the knowledge, skills and confidence to develop and lead their own projects or organisations	*	*
3. Experience of mentoring, coaching and workshop facilitation which supports and empowers people	*	*
4. Experience of managing data, and co-designing and delivering evaluation and impact measurement for projects	*	*
5. Excellent communication skills: the ability to engage and inspire diverse audiences through written word, active listening and confident public speaking	*	*
6. Solid IT skills, ideally with Microsoft 365 or other-cloud-based system	*	*
7. Creative and practical thinking, with an ability to adapt to both predictable and unpredictable challenges with empathy, creativity and persistence	*	*
8. A collaborative approach to working with others, ensuring that all voices, particularly marginalised groups, are heard and involved in the decision-making process	*	*
9. Ability to work independently, prioritise own work, meet deadlines and manage a varied workload	*	*
10. A commitment to continually learn and reflect on performance, undertaking training and development where necessary		*
11. A comprehensive understanding of safeguarding principles		*
12. Lived experience or working knowledge of Roehampton, or similar urban communities and their challenges		*
DESIRABLE CRITERIA		
Experience of managing and inspiring volunteers		*
Experience of using a CRM system to record contacts and engagement activities		*
Experience of creating content for social media and other communication channels		*



COMMUNITY DEVELOPMENT LEAD RECRUITMENT

Background and context

Our Roehampton is embarking on an exciting period of development. We are building a strong community-led anchor organisation that connects people, groups and organisations and helps everyone work together to make Roehampton a more thriving, caring and resilient community. Two local initiatives have joined forces: the **Roehampton Trust** and the **Roehampton Community Capacity Project** called **MyRoe**. A new Strategic Plan brings together the best elements of each of the two initiatives.

The **Roehampton Trust** has operated since 2010. Running solely through the efforts of volunteers from Roehampton and with no office base, its primary focus has been the production and distribution of quarterly editions of the Roehampton Voice – an independent source of news and information distributed free to over 6,000 households. Sometimes funding was secured so Trustees could support local community groups with small grants.

The **Roehampton Community Capacity Project** or **MyRoe** began in January 2020 following the publication of the 2018 [Roehampton Community Capacity Report](#). Funded by Wandsworth Public Health for 3 years, Citizens Advice Wandsworth (CAW) hosted the project and appointed a full-time Project Lead, based at CAW's site in Roehampton. The purpose of the project was to:

- a. build organisational capacity,
- b. advocate for the community,
- c. nurture projects, and
- d. work towards a long-term programme that builds on the pilot and leads to a self-sustaining organisation.

The Project made a big impact and achieved a high profile in a short period of time. The first Project Lead worked directly with people, community groups and local bodies to facilitate the growth of communication and collaborations and confidence in local abilities to address issues impacting people's daily lives.

An early initiative was the setting-up of the 'Covid-19 Roehampton Response Network' – where 100s of local organisations and residents came together during the pandemic to help their

communities. Practical help was provided to people in need including food distribution and two paper information bulletins distributed through many doors. The **Roehampton Network** continues to meet monthly – sharing information and building collaborations.

Through direct community engagement local people who wanted to run activities have been supported to do so through practical help and mentoring. Examples of the outcomes achieved:

- Working with Rackets Cubed and Heathmere School to initiate **The Roehampton Community Box**, a social supermarket for families experiencing food insecurity;
- Supporting the set-up of the **SW15 Women's Network** which runs a weekly coffee morning, runs an annual White Ribbon event against domestic violence and organises events/activities to promote women's health & well-being;
- Regular mentoring and coaching to a social entrepreneur to initiate and develop **Estate Arts**, which now runs a funded-health champion project to tackle health inequalities;
- Support to a woman keen to run free out-of-school **Messy Play** sessions for children under 5 including those with SEN. Good for the children but also for the parents to learn from and support each other.
- Support to a woman wanting to run regular **dance and yoga sessions** for both women and children at affordable prices.

Roehampton Community Week is an initiative developed launched in the summer of 2021. The idea was to have activities and events that brought people into contact with each other again after the isolation required during the pandemic.

Co-ordinated through a Steering Group of local groups and residents, Roehampton Community Weeks has become an annual activity. In Summer 2023 more than 1,000 participants attended 90 free events and activities for all ages.

The project was successful at attracting funding from trusts and local institutions to support Roehampton Community Weeks. Part of the funding set up the **Roehampton Community Fund**, a participatory grants scheme that awards £500 - £1000 to residents, community groups and small organisations to run events and activities during both during Community Weeks and during the year. More than 60 grants have been awarded with several projects going on to establish ongoing activities and secure funding from other sources.

Advocating for Roehampton has been a work area for MyRoe since the beginning. During the pandemic, the Project Lead lobbied and secured resources and support for the area, and during 2023 the Cost of Living Commission sought the project's help to ensure the experiences of people living in Roehampton were heard.

Developing the legacy

A second Project Lead started work in November 2022 with a brief to prioritise supporting the development of a sustainable organisation and secure funding beyond the end of the funding from Wandsworth Public Health.

The Advisory Group of MyRoe and existing Trustees of the Roehampton Trust began talking about their shared values and objectives and worked on a new Strategic Plan. In July 2023, some members of the Advisory Group became Trustees, the new Strategic Plan was adopted and **Our Roehampton** became the new working name of the Roehampton Trust. The majority of Trustees are people living within the Roehampton ward and also work or volunteer with local community initiatives including the Over 60s Café, the Foodbank, the Safer Neighbourhoods Panel, Regenerate (Youth Project), Roehampton Library, the Community Shed, Citizens Advice Wandsworth, Alton School etc. It is great news that two local funders, the Wimbledon Foundation and the Roehampton Parish Trust, and the National Lottery have provided core funding for the next three years.

The Strategic Plan

Our Roehampton's Vision and Values are:

OUR VISION	A flourishing, healthy, inclusive and collaborative society
OUR MISSION	To improve the social, economic, health & well-being outcomes of residents in Roehampton and the surrounding area
OUR VALUES	A recognition of people, their talents and potential
	An appreciation of Roehampton, the place – its green spaces, buildings, and history
	A commitment to working collaboratively across the community, voluntary, statutory and private sectors to achieve positive outcomes for individuals and groups
	A commitment to understanding local needs
	A recognition of structural inequalities and a commitment to working to address them.

The Delivery Areas in the Strategic Plan are:

1. Promoting and Celebrating Community Connections

- Roehampton Voice – quarterly newsletter, over 6,000 issues delivered and distributed locally, plus being available online.
- Roehampton Network – information sharing network and monthly networking meetings
- Roehampton Community Weeks – a programme of free activities for local people
- Developing our social media and website so that everyone can find out what's going in Roehampton

2. Community Capacity Building and Support

- Supporting local people and organisations who want to run projects to benefit their local community

- 1:1 and group support around project planning, governance, funding etc.
- Roehampton Community Fund – small grants of £500 to test out ideas for local projects

3. Speaking Up for Roehampton

- Active participation in relevant Forums e.g. the Roehampton Partnership
- Supporting local people and groups to influence statutory services
- Identifying gaps in activities and service provision
- Influencing and/or initiating solutions

About Roehampton Ward

Roehampton has many community assets – its talented, diverse and generous communities; its physical resources; a rich history and close proximity to both Richmond Park and Wimbledon and Putney Commons.

However, a significant proportion of its 18,500 residents experience multiple challenges. These include higher levels of worklessness and higher number of people dependent on Universal Credit and living on low incomes. There are also significant numbers of people living in temporary and overcrowded housing. It is an area cut-off from other parts of Wandsworth by busy A-roads and is poorly served by public transport. There is also inadequate access to affordable food.

Alongside the more affluent areas of housing, there are several large social housing estates in the ward, the Alton, the Lennox and Putney Vale, as well as the Ashburton nearby. Tenures in these areas is a mixture of leaseholders, private and council tenants. There has been long-term uncertainty about the regeneration of the Alton Estate (the largest estate in the ward with 5000 households). Proposals for regenerating the estate began in 2004 and have been through several iterations and has for a range of financial reasons have stalled for the last couple of years; it's anticipated that the latest proposals will become public later this year.



October 2024