



Community Projects Officer Job Description

Accountable To:	MCFT Centre Manager
Contracted Hours:	
Length of contract:	Fixed term to
Salary:	£30,000 per annum pro rata
Holiday entitlement:	21 days pro-rata plus Bank holidays
Responsible for:	Community projects

Background:

Merstham Community Facility Trust (MCFT) was established as a charity in 2006 with the aim to “Support, Empower and Connect” the residents of Merstham to improve their quality of life and to increase the opportunities available to them by providing equal access to provisions and opportunities.

Purpose of job

The purpose of the role is to assist MCFT to achieve its mission to proactively help our community thrive by providing inclusive access to opportunities, facilities and services which enhance:

- community leadership and cohesion
- health and wellbeing
- aspiration and opportunity
- independence and inclusion
- skills and employability

The role requires the postholder to deliver existing and new projects as allocated, ensuring all projects:

- have adequate risk assessments completed,
- are regularly reviewed,
- that targets and outcomes are met and
- that information is gathered to evaluate projects and contribute to impact reporting.

The postholder will also work with a range of stakeholder partners to facilitate and deliver agreed initiatives and services that improve the lives of local residents.

The role will include work with residents to identify their priorities and needs and help them to design solutions to meet these, bringing proposals forward to MCFT Manager and Trustees for consideration and funding.

Main responsibilities

The postholder will:

- Be responsible for managing and delivering agreed outcomes from our current projects, working with volunteers and Lead Volunteers to achieve sustainability, where possible.
- Work with the Volunteer Coordinator to help to upskill Lead Volunteers with the aim of projects being community managed with support from MCFT, where possible, rather than managed and led by MCFT staff.
- Work with residents to identify their priorities and needs, helping them to design new initiatives and projects to meet these, identify the outcomes that will be delivered and the funding required to deliver these. Use the information gathered to create proposals for the MCFT Manager to consider and obtain funding.
- Deliver new projects as allocated by the MCFT Manager and Trustees.
- Deliver against KPIs and outcomes set by grant funders and MCFT for each project.
- Maintain documentation to ensure that MCFT can meet the reporting requirements of the grants for each project.
- Manage delegated project budgets, ensuring expenditure is controlled in line with the budget set by the funding authorities and MCFT Trustees and produce project/budget reports as requested and not less than quarterly.
- Support the MCFT Manager and Trustees by gathering data, narrative and stories to show impact to be used in future funding reports and applications.
- Ensure that all risk assessment, licensing, environmental health, health & safety, and other legal and other requirements relating to the delivery of the projects are complied with.
- Provide management and supervision to any allocated staff members, placements and volunteers.

Other duties

- To act professionally at all times and to be an effective ambassador for the community and MCFT.
- To ensure compliance with and implementation of MCFT's policies and procedures and other statutory regulations.
- To be an effective team member with a high level of personal drive.
- To be committed to operating in a way which treats all members of the public, volunteers, colleagues in an equitable, inclusive, non-discriminatory, non-judgemental in all aspects of the role.
- To contribute to a cooperative working ethos across the Hub and beyond.
- To maintain a thorough understanding of the strategic threats and opportunities in the context of the Merstham community, to assist in the management of risk and enable MCFT to harness opportunities.
- To maintain the quality of service provision, regularly evaluating work and seeking to make improvements.

This Job Description indicates only the main duties and responsibilities of the post. It is not intended as an exhaustive list, and you may be asked to carry out other tasks. Some evening and weekend work may be required.

MCFT reserves the right to amend this Job Description from time to time, according to business needs. Any changes will be confirmed in writing.

Person Specification

Heading	Selection criteria	E= essential D= desirable
1. Education/ qualifications	1. 3 years' paid experience of working within community development or equivalent field at a supervisory level. 2. Strong understanding of community development theory and practice. 3. Good, general education sufficient to enable post holder to communicate effectively with a wider range of stakeholders, customers, organisations. 4. Qualification in Social Care. 5. Qualification in Community Development.	1. E 2. E 3. E 4. D 5. D
2. Experience	6. Project management skills and experience of managing multiple projects. 7. Experience of achieving sustainability for projects. 8. Experience of working with volunteers. 9. Experience and understanding of budget management and reporting	6. D 7. E 8. E 9. E
3. Skill and abilities	10. Interpersonal, relationship-building and networking skills. 11. The ability to multitask and prioritise workload. 12. Strong organizational and time management skills. 13. Clear and concise writing skills and the ability to handle long and complex documents. 14. The ability to provide management, leadership, and supervision to other staff 15. Willingness to learn skills relating to new projects as required	10. E 11. E 12. D 13. E 14. E 15. E
4. Knowledge	16. A strong understanding of community programmes and issues faced by people in deprived communities 17. Knowledge of the requirements of the needs of people with disabilities. 18. An understanding of the importance of safeguarding issues in relation to children and to vulnerable adults. 19. Knowledge and experience of Health & Safety good practice and legislation 20. An understanding of and commitment to equality, diversity and inclusion 21. Knowledge of ICT packages including Microsoft Office suite.	16. E 17. D 18. E 19. E 20. E 21. E
5. Other	22. Able to work flexibly, based in the community and at the Hub as required through the day. Some evening and weekend work may be required	22. E