

Job Title: Community Development Lead**Location:** Farley Hill, Luton & Age Concern Lutons Head Office**Contract type:** 6-month FTC (with the possibility of extension)**Hours per week:** 35 hours per week**Salary:** £33,669 (per annum, full-time equivalent)**Reporting to:** HR Manager at Age Concern Luton & Partnership Board**Job Purpose:**

Farley Big Local envisions a vibrant community where residents thrive with confidence. Established in 2015 with £1 million in National Lottery funding, Farley Big Local focuses on improving the environment, raising community aspirations, and enhancing local infrastructure and services. Over the past nine years, initiatives like the Community Chest grants have supported projects such as providing equipment for local sports teams and funding youth trips. The annual Farley Festival has united the community, offering new experiences for children and supporting elderly residents through socialising opportunities.

The Farley Hill community's vision, developed through resident consultation, focuses on:

- Advancing Farley as a confident community.
- Enhancing parks for a cleaner environment and improving housing.
- Cultivating cohesive communities through collaboration.
- Empowering youth with better educational and job opportunities.
- Leaving a positive legacy with impactful community initiatives recognised by residents.

We are now looking for a dynamic **Community Development Lead** to drive our project plan and continue our impactful work towards lasting legacy goals. This role involves grassroots engagement to identify community needs and facilitate strategic decision-making within the Partnership. The Lead will oversee subgroup meetings, ensuring timely updates and adherence to budgets.

Our aim is for local community groups to thrive beyond Big Local funding. As a resident-led Partnership Board, we collaborate with Age Concern Luton, our Locally Trusted Organisation, managing grant payments and employing dedicated delivery workers on our behalf.

Key Responsibilities for this role:

- Coordinate initiatives detailed in our plan, ensuring funds are used by August 2025 and projects are completed.
- Plan, organise, and facilitate FBL Partnership and subgroup meetings, ensuring timely production and distribution of papers and reports.
- Increase awareness and engage local residents with the Big Local Programme through social media, events, and projects.
- Register members for training sessions, arrange venues, schedule dates, and manage payments.
- Coordinate activities with residents, organisations, and statutory services for remaining projects.
- Develop and maintain a database of local services, stakeholders, and residents, managing contacts.
- Attend local events to promote Big Local and coordinate Partnership involvement with Age Concern Luton.
- Support the Partnership's legacy green space project by organising open days and activities.
- Complete financial reports required by Local Trust for funding release and ensure budgets are correctly categorised.
- Administer the community grants scheme by creating forms, distributing them, reviewing applications, communicating decisions, disbursing grants, and collecting data.

- Recruit new residents to the Partnership, encouraging involvement in programme delivery.

General expectations:

- Maintain effective systems for project planning, reporting, finance, budgeting, risk management, governance, and evaluation.
- Adhere to and promote Big Local ethos and policies, including health & safety, data protection, and equality, liaising with Local Trust representatives.
- Comply with relevant data protection legislation and Ageconcern Luton’s policies on personal data processing.
- This role requires a satisfactory standard disclosure from the Disclosure and Barring Service. Safeguarding training and acting as designated safeguarding lead (DSL) are also required upon employment.

Person specification:

Relevant experience	Proven experience in project coordination/deivery and working autonomously, ideally within community development or similar sectors.
	Experience engaging with diverse community groups and stakeholders to identify needs and develop responsive initiatives.
	Knowledge of grant administration, including experience in financial reporting and budget oversight.
	Familiarity with partnership working, particularly with statutory services, local organisations, and community groups.
Skills	A skilled communicator, both verbal and written, with the ability to engage, work with and build relationships with a wide range of stakeholders.
	Excellent organisational and planning skills, with the ability to prioritise and manage multiple tasks effectively.
	Working knowledge of programme/project management principles.
	Proficient in using IT and digital communication tools for project management, communication, and engagement purposes.
Personal attributes	Passionate about community development and committed to making a positive impact in the Farley Hill area.
	Empathetic and able to imagine different viewpoints from the community members as well as understand their feelings.
	Adaptable and resilient, capable of working effectively in a resident-led environment.
	Self-motivated and proactive, able to work independently and take initiative when necessary.

Flexibility: This job description is indicative of the range of current duties and responsibilities for the post, it is not comprehensive. It is inevitable that the duties will change to reflect organisational change and it is essential therefore that it is regarded with a degree of flexibility, so that changing needs and circumstances can be met. All changes will be discussed with the post holder. The job description for this post will be reviewed annually.

This role requires you to undergo a satisfactory standard disclosure from the Disclosure and Barring Service (DBS).