



# Job Description

<b>Title:</b>	Community Development Manager
<b>Team:</b>	Oasis Church Southampton
<b>Location:</b>	The Old Chemist 16 Manor Farm Road, Southampton SO18 1NP
<b>Hours:</b>	<b>Part time (0.5FTE)</b> Fixed term appointment for 9 months March – December 2025
<b>Grade:</b>	Grade D
<b>Unsocial working:</b>	Weekend and evening working is required but time off in lieu is given in accordance with current Oasis policy
<b>Report to:</b>	Oasis Church Leader (Pastor)
<b>Line Management:</b>	Volunteers & other Hub staff as appropriate
<b>Working with:</b>	Oasis Church Southampton Staff and members, Local Authority, Local Voluntary, Community and Faith Organisations, Volunteers, Key Local Businesses

## National context:

Oasis have been pioneering sustainable, holistic community development for 35 years. We work in many communities affected by inequality that impacts all areas of life. So, we work in a joined-up way across our communities to create change – economically, socially, physically, spiritually; in education, housing, justice, health, youth, and family support; with people of all ages and in all situations.

## Local Context:

The Old Chemist is the home of Oasis Church Southampton, housing the church offices as well as a community space that provides a range of services, activities and a meeting space for people of all ages in the neighbourhood. Our aim is to provide recreational, social and community activities, which bring positive relationships, hope, confidence and support to the local area. The community is rich in people, diversity, talents, lived experience and community spirit, whilst many also live with multiple deprivations and daily challenges. We are looking for an experienced Community Development Manager who will take The Old Chemist Community Building to the next stage of development and grow the local community offer.

## Purposes of Job:

The Community Development Manager will play a key role in the development and smooth running of The Old Chemist Community Building, managing change, growth and performance as agreed with the Church leadership and Board of Trustees. Working closely with the trustees, employees, consultants, contractors, volunteers and other local organisations, the Manager will work to ensure The Old Chemist Community Building is a vibrant, well-managed facility that operates within a sustainable framework for the benefit of local residents and organisations. They will also promote the profile, role and impact of the Old Chemist.

The Old Chemist will be undergoing some extensive building development work to increase its community impact and improve sustainability. The post-holder will assist in ensuring planned work and outcomes cause minimal disruption and long-term progress towards meeting community needs. The successful candidate will work towards the development of a dynamic and sustainable range of activities, including internal charitable programmes, external charitable use and private hire, serving the needs of the local community and bringing the church's aims to life in the local area.

## **Principle duties and responsibilities:**

### **General**

- The Community Development Manager role is for 2.5 days per week, the hours are flexible to fit around the demands of the role and the hours that mutually suit the staff member, team and the role.
- Staff will have a church email address as a main point of contact and reimbursement of necessary expenses incurred as agreed.
- The ability to drive and contribute to physical maintenance of spaces is preferable.
- Staff will participate in regular meetings as necessary to the role, including with the staff group, leaders and trustees.
- This role is answerable to the Pastors and includes meeting monthly for support and oversight.

### **Support the building development work**

- Liaison with contractors and community to ensure that scheduled building works minimise impact on tenants, long-term partners and regular hirers.
- Ensure clear regular communication regarding progress and scheduled works with all wider stakeholders including church members and the local community.
- Support the staff to ensure hirers are given adequate notice of interruptions to their bookings and any changes to the facilities

### **Management of The Old Chemist Community Building**

- Contribute to the planning, development, implementation and delivery of the business and strategic plan for the use of the building and present regular progress updates to the leadership and trustees.
- Engage with the community to assist in identifying the needs of the local community
- Work with local community groups, charities and other organisations to enhance the offer of the community building to meet the identified needs of the community and to deliver the church's aims.
- Lead the operations of The Old Chemist Community Building and the development and delivery of activities and facilities alongside the Pastor and Children, Family and Communities Ministry Coordinator.
- Oversee the maintenance of the building - including routine maintenance and the improvement programme.
- Manage and monitor all aspects of risk assessments, health and safety and security as required by regulation or good practice including, in conjunction with the Trustees, the review and updating of policies and procedures.
- Ensure all of The Old Chemist Community Building policies and procedures are complied with, including any Government restrictions/guidance.

### **Coordination of staff and Volunteers**

- Work to ensure there is a positive environment in which equality and diversity are well managed, dignity and the aims of the church for users of the building is upheld.
- Engage with church members and local residents to create a thriving and sustainable volunteer group to sustain the activities and programmes agreed upon.
- Work with the Children, Family and Communities Ministry Coordinator to ensure joined up working with the public connections relating to the community building.
- Work with the Pastor and Church administrator to ensure that all consultants, contractors, and volunteers, are safely recruited, including having relevant DBS checks as necessary.
- Keeping up to date with relevant legislation and best working practices.

### **Working with Others**

- Continue developing and maintaining relationships with various local partners to ensure activities at The Old Chemist Community Building fit with others provided in the area.
- Positively represent The Old Chemist Community Building and the church at partner and other meetings/events to raise the profile of The Old Chemist and to ensure the views and needs of the community are prioritised and included.

- Continue to strengthen the reputation of The Old Chemist by giving maximum visibility to its activities and achievements.
- Ensure through listening to the community, monitoring and evaluating provision and adapting the service, The Old Chemist meets the needs of the local community.
- Prepare reports for and attend all Trustee meetings.

#### PR/Marketing and Fundraising

- Oversee the development and implementation of an income generation & marketing strategy.
- Develop strategies to promote the use and profile of The Old Chemist, maximising use of social media, publicity opportunities and liaison with the local media.
- Identify and secure new funding through grant applications and other means.
- Continue maintaining and developing positive relationships with funders, both grant makers, sponsors and individuals.

#### Financial management

- Liaise with the Pastor and Church Administrator in setting and managing budgets and maintain an overview of the financial position of The Old Chemist Community Building.
- Ensure completion of reports/returns to statutory bodies and funders and compilation of grant applications.

#### Project Management

- Support and oversee the continued delivery of high-quality services and activities.
- Ensure all internal and external group coordinators are liaised with regularly to ensure compliance with objectives and outcomes.
- Devise and implement robust impact monitoring and evaluation strategies for all projects.
- Ensure all projects are correctly risk assessed and supported.

Please note this Job Description is not exhaustive and will be subject to periodic review. The elements and priorities of the role may be amended to meet the needs of the organisation, this will be done in a collaborative manner with the aim of reaching agreement on all changes.

#### Person Specification:

Qualities/ Experience	Essential	Desirable
Willing to understand and be sympathetic to the aims and values of Oasis Church Southampton	Y	
Ability to work well with others on a one to one and team basis	Y	
Exceptionally organized with an operational and administrative mind.	Y	
Experience of project management	Y	
Experience of business or charitable development	Y	
Experience of applying for grants and external funds	Y	
Experience of working with contractors, staff and volunteers	Y	
Practical skills and capacity sufficient to address routine maintenance issues within the building.		Y
Capacity to inspire and motivate others to volunteer and participate in community activities		Y
Strong written, and verbal communication skills	Y	
Strong IT, web, social media and organisational skills	Y	
Ability to deal with information in an ethical, confidential manner and respond with sensitivity	Y	
Strong interpersonal skills and the ability to liaise and engage with people inside and outside of the church	Y	
The ability to speak publicly during Church or other meetings		Y
Creative and flexible approach to people and work		Y