



## JOB DESCRIPTION

<b>Job Title:</b>	Thurrock Physical Activity Co-ordinator.
<b>Salary:</b>	£28,852.
<b>Contract:</b>	12 months fixed term.
<b>Reporting to:</b>	Head of Infrastructure & Community Development (CVS) and Relationship Manager (Active Essex).
<b>Hours:</b>	35 Hours Full Time.
<b>Responsible for:</b>	N/A.
<b>Location:</b>	Communities in Thurrock
<b>Travel:</b>	Essential Car Driver & have access for use of car.
<b>Annual Leave:</b>	25 days leave plus 11 statutory/set holidays.
<b>Benefits:</b>	Flexible working including condensed hours. Organisation Pension Scheme. 24/7 Employee Assistance Programme. Long service leave entitlement after 5 years of service.

### **Do you want to make a difference to the people of Thurrock?**

Thurrock CVS is passionate about supporting, developing and promoting the Voluntary, Community, Faith and Social Enterprise Sector, and recognise that as a sector, we are stronger together.

As an infrastructure organisation, we provide support to the sector through networking, training, funding, advice & guidance, marketing, office space and much more. We advocate on behalf of the sector so that our collective voice is heard and build partnerships and collaborations to support the sector to thrive.

We are seeking an agile, innovative, can-do individual with an understanding of the voluntary and community sector and is keen to make new and big things happen. You be joining a dedicated team focussed on making a difference. We promote a flexible work environment where people can be their authentic self.

### **Job Overview**

Thurrock CVS are looking for someone who can implement an Asset Based Community Development approach to increasing physical activity levels in Thurrock. The postholder will play a pivotal role in being the eyes and ears on the ground to formulate a picture, gain a stronger understanding of physical activity provision, gaps in provision and the barriers people face to help residents become more active. The role will focus on all areas of Thurrock, but especially wards with the highest levels of inequality, deprivation, and physical inactivity.



The postholder will work at a community level, building relationships with residents and local groups, signposting people to existing activities as well as encouraging residents to become more active informally or through active travel. The postholder will work collaboratively with a range of organisations and local partners and identify and promote new funding opportunities and promote the Place Partnership micro-grants.

The postholder will work as part of the Thurrock Sport England Place Based partnership (SEPP). The SEPP is looking to take a system wide approach to tackle current inactivity levels and improve health and wellbeing in the borough. The partnership will build upon system-wide place-based working already emerging in Thurrock.

### **What you'll be working on:**

#### **Leveraging Community Assets:**

Identify and utilise existing community strengths, resources, and assets to foster development and growth.

Collaborate with local leaders and organisations to map out and mobilise community assets effectively.

#### **Enhancing Community Engagement:**

Foster strong relationships with community members and stakeholders to encourage active participation in development initiatives.

Facilitate inclusive community meetings and workshops to gather input and build consensus on development projects.

#### **Promoting Sustainable Development:**

Design and implement development strategies that are sustainable and can be maintained by the community over the long term.

Ensure projects align with the community's values, needs and long-term goals.

#### **Increasing Activity Levels:**

Develop programmes and initiatives aimed at increasing physical activity and overall health and wellbeing within the community.

Partner with local organisations to create accessible opportunities for sports, recreation, and active living.

#### **Facilitating Capacity Building:**



Provide training and resources to community members to enhance their skills and capabilities for self-sustained development.

Support the creation of local leadership programmes to empower residents to take active roles in community projects.

**Measuring and Evaluating Impact:**

Establish metrics to evaluate the success and impact of community development initiatives.

Regularly assess and report on progress, adjusting strategies as needed based on feedback and outcomes.

**Resource Development and Management:**

Identify and secure funding opportunities, grants, and partnerships to support community projects.

Manage budgets and resources efficiently to maximize the impact of development efforts.

**Promoting Social Inclusion and Equity:**

Ensure all development initiatives are inclusive and equitable, providing opportunities for all community members to benefit.

Advocate for the needs and voices of underrepresented groups within the community.

**Fostering a Sense of Community:**

Organise events and activities that build a sense of community and encourage social cohesion.

Highlight and celebrate community successes and achievements to build pride and unity.

**Innovating and Adapting:**

Stay informed about best practices in asset-based community development and apply innovative approaches to local initiatives.

Adapt strategies and programs in response to changing community needs and emerging challenges.

**This job is for you if...**

**Proven Track Record:**

- Demonstrate experience in community development, programme management or a related area.
- Proven ability to collaborate with multiple stakeholders from all parts of the VCFSE sector and work with a wide range of community and voluntary groups.

**Organisational and Project Management Skills:**

- Highly organised with good project management skills.
- Capable of performing under the pressure of tight deadlines.

**Interpersonal and Communication Skills:**

- Enjoy working with a wide variety of people and helping them realise their ideas.
- Excellent communicator with great interpersonal skills.
- Ability to influence at all levels within the system.
- Team postholder with the ability to influence at all organisational levels.

**Experience with Diverse Communities:**

- Experience working with diverse communities and a wide range of community and voluntary groups.

**Data Proficiency:**

- Proficient in data collection and analysis for monitoring and evaluation purposes.

**Personal Attributes:**

- Passionate about community development and empowerment.
- Motivated by improving physical activity and health and wellbeing in Thurrock.
- Innovative and strategic thinker.
- Strong problem-solving skills and adaptability.
- Committed to continuous learning and improvement.
- Ability to work independently and as part of a team.

Thurrock CVS

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Thurrock CVS is an Equal Opportunities Employer.

