



## Development Officer - Big Local Conniburrow

### Trainee Community Mobiliser Role Description

Responsible to:	Lead Officer BLC Project
Responsible for:	Programme Delivery
Salary:	NJC scale 10: £17,316 per annum pro rata
Hours:	26 hours per week (until 31st December 2019)

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#### **Purpose:**

The main purpose of this post is to support local residents and groups to work together to identify local ideas, issues and interests which enable them to feel part of their community. It will include supporting individuals to identify their aspirations, to facilitate collective action and to support local groups develop.

The post is part of the CA: MK staff team which aims to develop the capacity of BLC and assist the Partnership and residents of Conniburrow to achieve their collective aspirations. The post-holder will work as part of the BLC Team.

Community Action: MK is a local charity which is set up to support the local voluntary and community sector through community mobilisation, working with groups and influencing policy.

Big Local Conniburrow is a Big Lottery funded project aimed at enabling the residents of Conniburrow to achieve the vision:

*"To transform Conniburrow into a place where people choose to live and contribute, to support residents and build a proud, empowered and cohesive community where strong and positive relationships are developed for all- simply to be Conniburrow and proud."*

## **Main Duties and Responsibilities:**

1. To support residents become engaged and informed about BLC, its purpose, activities and events.
2. To support a programme of activities and events identified (from resident expressed needs), be promoted, organised and delivered (evaluated).
3. To encourage residents attending events and activities, participating actively in their community.
4. Support residents feel engaged and having their views, interests, issues and ideas listened to and translated to action where appropriate.
5. To support residents recruited to help the project, formally and informally
6. Deliver generic support, development and volunteering support to groups.
7. To support building, developing and maintaining stakeholder relationships with residents, groups, organisations across the voluntary, private and public sectors.
8. Assist with the preparation of written material to support the work of BLC
9. Be able to present confidently, concisely and eloquently to funders.
10. To undergo any training necessary for the post
11. The post-holder may need to support project activities in the evening and at weekends
12. Any other reasonable management request.
13. Work in line with all CA: MK and BLC policies and procedures