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## Community Development Officer Deadline for application midnight on Sunday 9th September 2024

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# Foreword from the CEO

Dear Applicant,  
  
Thankyou for your interest in joining One Knowsley. One Knowsley is the strategic place lead for the Voluntary, Community, Faith and Social Enterprise (VCFSE) sector in the borough; driving forward the Knowsley Better Together principles to secure a shared vision for Knowsley 2030.

* Where strong and safe communities can shape their future
* Where people are active and healthy and have access to the support they need
* Where people of all ages are confident and can achieve their full potential
* With a thriving, inclusive economy with opportunities for people and business
* With welcoming, vibrant neighbourhoods and town centres
* Achieving Net Zero

One Knowsley’s vision is a **resilient, vibrant and collaborative VCFSE sector**

Our mission is to:

**Champion** the VCFSE sector – ensuring its voice is heard and understood at strategic level.

**Connect** VCFSE organisations to; each other, decision makers, funders, commissioners and opportunities for collaboration.

**Convene** key strategic conversations that push forward an enabling policy environment, connecting VCFSE interests with public sector and private sectors

**Empower** VCFSE organisations with access to trusted advice, information, guidance, insights, support, development and funding.

**Mobilise** community action and engagement through its volunteer centre, VCFSE networks, Alliances and Forums

If you feel you have the attitudes, skills and experience to work with us to deliver our vision, **send your C.V. plus a personal statement** - clearly indicating how you meet the person and role specification to [recruitment@oneknowsley.org](mailto:recruitment@oneknowsley.org) clearly stating the role you are applying for in the subject title by **midnight on Sunday 9th September 2024**

Applicants shortlisted for interview will be notified by close of play **Thursday 12thSeptember 2024**

**Interviews will be held in person at One Knowsley, Court Hey L16 3NA week commencing 23rd September 2024.**

Kind regards, we look forward to receiving your application

Racheal Jones FRSA

## CEO

## History

One Knowsley is the independent social infrastructure support body for Voluntary, Community, Faith and Social Enterprise organisations, also collectively known as the Social Sector or Third Sector, within the borough of Knowsley.

One Knowsley evolved out of Knowsley Community and Voluntary Services (KCVS), which in turn came out of Huyton with Roby Council for Social Service (HCSS) which was inaugurated in 1963 to provide support to local volunteers and establish local responses to local need. In 1974 the district authority of Knowsley was created.

## The CVS movement

The CVS movement, also known as Local Infrastructure Organisations (LIOs), provide coordination and support for ‘frontline’ VCFSE sector groups and organisations in their areas.

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## One Knowsley’s Vision

A resilient, vibrant and collaborative VCFSE sector

## Our Values

Insight – harnessing information, knowledge, and experience

Authenticity – keeping it real, relevant, and rooted in Knowsley

Boldness – having the courage to be brave, be objective, be leaders and get the job done

## Who we are?

One Knowsley’s Charitable Objects and Public Benefit are;

The promotion of all or any charitable purposes for the benefit of the community in the area of the metropolitan district of Knowsley and surrounding areas (hereinafter called “the area of benefit”) and in particular by assisting the work of statutory authorities and voluntary organisations engaged in the advancement of education, promoting health, relieving poverty, and sickness or in pursing any other objects which now or hereafter may be deemed by law to be charitable.

Charitable activities as summarised by Trustees and registered with the Charity Commission are;

* To enhance the quality of life within communities and neighbourhoods by supporting and developing voluntary action in the borough of Knowsley.
* To support and develop the work of voluntary and community organisations.
* To provide and circulate information relevant to the work of voluntary and community groups.
* To act as a focal point and resource for voluntary and community groups.

A Board of Directors govern the charitable company and for the purposes of charitable law are known as Trustees.

One Knowsley is a registered charity regulated by the Charity Commission Registered Charity Number 701955 and a Company Limited by Guarantee Registered in England and Wales, Company Number 2401660. The company does not have share capital. Regulation drives the standards of governance adopted by One Knowsley to maintain compliance with the regulator with financial governance aligned to the charities governing document, the Companies Act 2006 and FRS 102 Charities Statement of Recommended Practice (SORP).

# Core Competencies

All members of the One Knowsley team are expected to demonstrate the following core competencies, please note that the level that these are required for each role are detailed further in the individual person specification.

|  |
| --- |
| * Committed to One Knowsley’s mission, values, and operational approach |
| * Able and willing to work collaboratively in a team, taking a lead where necessary |
| * Adept at building and maintaining effective relationships with VCFSE and a varied range of external partners |
| * Excellent written and verbal communication skills including listening |
| * Excellent record keeping skills |
| * Digitally enthusiastic, IT literate and able to use social media and related communication tools and systems |
| * Demonstrable agility and an ability to work on several (often competing) activities/tasks/projects simultaneously |
| * Excellent at finding solutions and problem solving |
| * Able to represent One Knowsley to internal and external stakeholders with authority, calmness, and expertise |
| * Able and willing to be self-supporting in terms of administrative tasks |
| * Willing to work in a small team and support and substitute for colleagues, adopting the shared responsibilities for each team member |

## Information specific to post

## General

The post-holder will be required to confirm their eligibility to work in the UK in order to comply with employment legislation.

## Confidentiality

The post-holder must maintain the confidentiality of all information and records relating to the work of One Knowsley, in accordance with the organisation’s procedures and policies.

## Hours of Work

The role is 35 hours per week, usually worked 9-5 Monday to Friday however the post-holder must be prepared to work flexible hours, in line with the requirements of the post. This may involve some evening and occasional weekend work, for which time off in lieu will be granted, subject to One Knowsley policies and procedures and prior agreement with the line manager. The post-holder will be expected to adopt a mature and common-sense approach to this arrangement.

## Pension

A Pension scheme is in operation and One Knowsley contributes 5% on behalf of all employees who have opted to join the scheme. 

## Annual Leave & Public Holidays

Annual leave entitlement is 25 days leave plus normal Bank & Public Holidays (pro rata for part time posts). This increases by one day per year up to a maximum of 30 days leave. The organisation reserves the right to close over the Christmas period. Employees are required to reserve the required amount of their holiday entitlement to cover these days.

## Travel & Other Expenses

Reasonable expenses incurred in the course of duty will be reimbursed on receipt of a completed One Knowsley Expenses Claim Form.

## Other Employee Benefits

Medicash Proactive – A company funded health plan including optical, dental and physiotherapy treatments. Employees can also access additional benefits such as discounted gym membership.

Group Life assurance which provides a tax-free payment of 3 x annual salary, on the death of an employee, to their nominated beneficiary.

## Equal Opportunities

One Knowsley is committed to equal opportunities, anti-discrimination and anti-oppressive policy and practice.  No one we have contact with may be discriminated against either directly or indirectly on the grounds of gender, race, nationality, religion, cultural group, marital status, sexual orientation, age, or impairment.

## Disability Confident Employer

One Knowsley have been awarded the Disability Confident Employer accreditation (previously Disability Two Ticks) in recognition of our commitment to the recruitment, employment, retention, and career development of disabled people.

One Knowsley will work with individuals and others, where appropriate, to identify what reasonable adjustments can be made to accommodate access needs.

Although every attempt is made to meet the access needs of disabled people, it cannot always be guaranteed that every individual need will be met. For example, it may be necessary for the post-holder to attend meetings in buildings outside the normal operational base where unimpaired access to such premises cannot be guaranteed.

## What we mean by disability

The Equality Act 2010 defines a disabled person as someone who has a physical or mental impairment that has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities.

## Guaranteed Interview

The Disability Confident Employer accreditation includes a guaranteed interview for any disabled applicant who meets the common and specific requirements for a job.

## How to apply

If you feel you are eligible for a guaranteed interview under the Disability Confident scheme, please complete and return the form found at the end of this document.

## Additional information to all candidates

Thank you for your interest in joining the team at One Knowsley.

If you have not heard from us by close of business on Thursday 12th September 2024, you have not been shortlisted on this occasion.  Unfortunately, we are unable to provide feedback to applicants who do not progress to interview.

**Closing Date:** Midnight on Sunday 9th September 2024

**Interview Date:** w/c 23rd September 2024

# Information specific to the post

|  |  |
| --- | --- |
| Job title | Community Development Officer |
| Salary | £26,520 |
| Benefits: | Generous leave allowance, flexible working, pension contribution. |
| Location | Court Hey Park, Huyton, Knowsley |
| Hours of Work | 35 Hours per week (hybrid policy, worked flexibly with a requirement for evening and weekend work when required by the post). |
| Accountable to | Sector Resilience Capacity Building Manager |

## ****Background to the Role****

Sitting under one Knowsley’s Connected Communities Pillar and Funded by the National Lottery Reaching Communities’ Fund the programme has 3 strands that supports the growth, development and resilience of our VCSFE sector in Knowsley.

We believe that Knowsley communities are full of creative, dynamic and talented people. The programme will promote their role as leaders in many aspects of community action. The overall aim of the programme is to support local grassroots groups and active citizens to improve the ways in which they collaborate, communicate and deliver vital services.

The three activity strands of the programme include;

**The development of Communities of Practice (COP)** – One Knowsley’s COP model brings people together to build strong relationships as a core benefit. COPs create the conditions to enable people and groups with shared thematic or place-based interests to come together to start collaborative conversations. They bring local people and grassroots groups together to build constructive projects, services and activities, with often huge knock-on reach in local communities.

**Telling our Story** – This strand improves the way in which local grassroots groups identify and communicate their achievements, activities, ideas, and reach. How they tell their story through various mechanisms to different audiences (bid writing, monitoring and reporting, communicating and capturing change, social media and other digital channels)

**Community Connectors** – This strand has a clear focus on bringing local people together to connect and benefit from local, often small group activities that can have a disproportionate impact on health and wellbeing. Enabling local people can get involved in accessible, grassroots activities that help to address specific challenges, but that also places great emphasis on bringing people together to connect and address underlying social issues.

## Purpose of the Role

Working closely with the Sector Resilience Capacity Building Manager, you will provide ongoing support and development of the VCFSE in the borough, building and supporting relationships across the sector, championing collaboration, ensuring success of the Connected Communities programme and strengthening all three strands.

## Key Responsibilities and Tasks

* To support the growth and development of the programme delivery within project management principles
* To support the programme, data monitoring and regular reporting including impact reporting
* **Scheduling of tasks, organising meetings and events**
* **Support the facilitation of Communities of Practices**
* Support the development of strong networks and partnerships in support of the programmes aims and objectives.
* Be an ambassador for the programme, promoting opportunities and delivering key messages whilst maintaining positive relationships with internal and external stakeholders.

**Organisational Support and Development**

* Accurately capture and record project related activity on CiVi CRM system.
* Identify and enable a range of opportunities for VCFSE groups and organisations to develop their knowledge and skills to participate within the programme.

**Partnership and Networking Development**

* Assist with the coordination and facilitation of the Connected Communities Programme across Knowsley.
* Support groups to network with other VCFSE groups and organisations and link into partnerships and strategic priorities for Knowsley that are relevant to their work.
* Build positive working relationships with VCFSE groups and organisations, statutory partners, commissioners, and funders.

**Communication**

* Monitor, gather evidence and report on agreed outcomes from all relevant aspects of the project – this will contribute towards monitoring and evaluation processes, annual reports and marketing and communications.
* Collect and communicate relevant information to colleagues and VCFSE groups and organisations.

**Capacity-Building**

* **To build the capacity, capabilities and resilience of the Knowsley VCFSE, to contribute towards positive outcomes for people living in Knowsley now and into the future within the aims and objectives of the Connected Communities Programme.**

**General**

* Work as part of the team with other staff at One Knowsley.
* Implement and follow One Knowsley policies and procedures.
* Maintain accurate records specified for your areas of responsibility across organisational systems.
* Undertake any training necessary and participate in the organisation’s supervision and appraisal system and identify further training and personal development needs.
* Represent One Knowsley and undertake other tasks in support of the organisation as required by your line manager.

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| **Criteria** | | **Essential** | **Desirable** |
| **Personal**  **Qualities and Attributes** | Able to get along with people from all backgrounds and communities, respecting lifestyles, and diversity | ✓ |  |
| Ability to communicate effectively, both verbally and in writing, with colleagues, community groups, partner agencies and stakeholders | ✓ |  |
| Able to work from an asset-based approach, building on existing community and personal assets | ✓ |  |
| Able to prioritise conflicting demands, establish work priorities and to finish work tasks | ✓ |  |
| Ability to maintain effective working relationships and to promote collaborative practice with all colleagues | ✓ |  |
| Commitment to collaborative working with all local agencies (including VCFSE organisations and community groups). Able to work with others to reduce hierarchies and find creative solutions to community issues | ✓ |  |
| Demonstrates personal accountability, emotional resilience and works well under pressure | ✓ |  |
| Ability to organise, plan and prioritise on own initiative, including when under pressure and meeting deadlines | ✓ |  |
| Ability to work flexibly and enthusiastically within a team or on own initiative | ✓ |  |
| Ability to work to organisational policies and procedures, including confidentiality, safeguarding, lone working, information governance, and health and safety | ✓ |  |
| **Qualifications and Training** | Relevant qualification in community development, business administration or project management |  | ✓ |
| Demonstrable commitment to professional and personal development. | ✓ |  |
| **Experience** | Experience of project and/or business administration | ✓ |  |
| Essential knowledge and experience of:   * Governance within VCFSE organisations, in particular setting up groups and organisations * Funding, in particular writing bids | √ |  |
| Experience of working with the VCFSE sector (in a paid or unpaid capacity), including with volunteers and small community groups | ✓ |  |
| Experience of data collection and providing monitoring information to assess the impact of organisations, projects, and services | ✓ |  |
| Experience of partnership/collaborative working and of building relationships across a variety of organisations | ✓ |  |
| **Skills and**  **Knowledge** | A knowledge and understanding of Asset Based Community Development Principles |  | ✓ |
| Knowledge and/or experience of community engagement projects |  | ✓ |
| Written and verbal communication skills with accuracy and attention to detail | ✓ |  |
| Organisational and time management skills | ✓ |  |
| Knowledge of community development and project management | ✓ |  |
| **Other** | Experience of event and/or meeting co-ordination and planning | ✓ |  |
| Willingness to work flexible hours when required to meet the needs of VCFSE | ✓ |  |
| A full driving licence and access to own transport, and willingness to travel across the locality when required | ✓ |  |
|  | Commitment to learning, utilising and strengthening One Knowsley Systems for example CRM system, volunteering platform & HR system | ✓ |  |

 **Guaranteed Interview**: The Disability Confident Employer accreditation includes a guaranteed interview for any disabled applicant who meets the common and specific requirements for a job.

**How to apply**

Simply complete the information requested below, sign the declaration, and attach it with your application.

|  |  |
| --- | --- |
| **Do you require any reasonable adjustments at interview?**  **(delete as appropriate)** | **Yes/No** |

|  |
| --- |
| **If you answered Yes to the previous question, please give details below:** |
|  |

\* Any information you give will be treated in confidence.

**Declaration**

I consider myself to have a disability as defined above and I would like to apply under the Guaranteed Interview Scheme.

|  |  |
| --- | --- |
| **Name** |  |
| **Date** |  |
| **Signature** |  |

Any false declaration of disability to obtain an interview will subsequently invalidate any contract of employment.