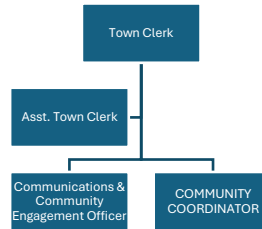


## **COMMUNITY COORDINATOR – Job Description**

**REPORTING TO:** Town Clerk

### **ORGANISATIONAL STRUCTURE:**



**LOCATION:** Hybrid – Office based at Wilmslow Parish Hall / Home based

**WORKING PATTERN:** Full time – 37 hours per week

Some requirement to work flexibly including evening or weekend activities pertaining to organised events.

### **JOB SUMMARY:**

To be responsible for the creation and promotion of new opportunities to engage, recruit and support community groups throughout Wilmslow. Playing a pivotal role in fostering community cohesion, promoting civic participation, and enhancing the overall quality of life within Wilmslow.

To establish and develop a network of key stakeholders which will support the ongoing development of community based groups promoting inclusivity and access for all.

### **KEY OUTCOMES / OBJECTIVES:**

- To be the First Point of Contact between Wilmslow Town Council and all Wilmslow Community Groups.
- To foster strong and lasting relationships with local group by identifying and engaging with Wilmslow Community Groups and Organisations, maintaining a register of groups.
- To act as a conduit and facilitator in developing effective communication and coordination between various Wilmslow Community Groups and Organisations.
- To design, develop and implement strategies and outreach programs to actively engage residents and encourage participation in the community.
- To develop and promote volunteer opportunities.

- To work with Schools, youth groups and young people to promote the work of Wilmslow Town Council and to increase the participation of young people in community groups and activities.
- To explore opportunities for, and potentially develop a Wilmslow Youth Council
- To support local Community Groups and Organisations in maintaining and developing their own sustainability by helping them encourage new members and appeal to the next generation.
- To organise recruitment drives, orientation sessions, and training workshops to onboard and support volunteers in various roles within the Community.
- To support local groups to follow best practice to aid their effective operation.
- To arrange and facilitate training sessions for voluntary groups on topics of common interest – utilising 3<sup>rd</sup> party specialist knowledge as required, eg.
  - Social media training
  - Risk assessments
  - Insurance and DBS checks
  - Website procurement and functionality
  - Sector funding opportunities
- To organise events to showcase the voluntary sector and volunteering opportunities within the community.
- To promote the Wilmslow Town Council Grant Scheme amongst Community Groups and Organisations, in order to encourage a broad range of grant applications.
- To signpost local Community Groups and Organisations to apply for available, relevant grants to help funding where applicable, supporting the application process as required.
- To work with the Community and Voluntary Services to encourage greater engagement within Wilmslow.
- To actively seek out potential community partnerships for consideration of Wilmslow Town Council.
- To collect feedback from stakeholders and community members to support the continuous improvement of services and address any concerns or challenges.
- To establish monitoring mechanisms to track the performance and impact of community activities and volunteer programs.
- To prepare regular reports and presentations for Wilmslow Town Council and it's committees / panels, highlighting achievements, key metrics, and identifying areas for improvement.
- To work with the Town Council team to ensure effective promotion and marketing of events through various channels to maximize participation and community involvement.
- To assist in preparing an annual budget for community activities.
- To provide general support and assistance to the Town Clerk and other colleagues at peak times such as during events.

## **RESPONSIBILITY FOR RESOURCES:**

### **Employees:**

- The post holder will not have line management responsibilities

### **Financial:**

### **Physical:**

- Compliance with with council regulations.
- The post holder will be expected to travel around Wilmslow to meet the requirements of Service Delivery so should have access to appropriate transport options.
- Ensure health and safety in the workplace, undertaking appropriate risk assessment and management.

### **Stakeholders:**

- The postholder will be required to build and maintain effective relationships with a range of individuals, groups and agencies including (but not limited to):
  - Wilmslow Town Council – Employees and Councillors
  - Local Community Groups and Organisations
  - Volunteers and members of the local community

## **WORKING CONDITIONS:**

- The postholder will be required to meet and adhere to all statutory and Wilmslow Town Council guidance and policies around health and safety, data protection, safeguarding legislation.

**PERSON SPECIFICATION:**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications / Training</b>	<ul style="list-style-type: none"> <li>• Educated to GCSE level or equivalent with passes in Maths &amp; English</li> </ul>	<ul style="list-style-type: none"> <li>• Project management qualification (eg. Prince2)</li> <li>• Level 3 qualification in Youth or Community work</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledge of the voluntary sector</li> <li>• Knowledge of local community working</li> <li>• Knowledge of grant application processes writing</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of local government, local council or third sector processes and procedures</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Significant demonstrable experience in community engagement, or volunteer coordination.</li> <li>• Proven and demonstrable experience in including presentation and concise report writing</li> <li>• Experience of budget management for community projects</li> </ul>	<ul style="list-style-type: none"> <li>• Proven and demonstrable experience in a local government or nonprofit setting.</li> <li>• Experience of local community groups</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Strong analytical skills with the ability to conduct research, analyse data, and prepare comprehensive business cases.</li> <li>• Excellent communication, interpersonal, and negotiation skills, with the ability to engage and collaborate effectively with diverse stakeholders.</li> <li>• Demonstrated leadership abilities, with a proactive and results-oriented approach to problem-solving and decision-making.</li> <li>• Experienced user of Microsoft Office Suite and other relevant software applications.</li> </ul>	