

ACTION FOR COMMUNITY DEVELOPMENT (AfCD)

JOB DESCRIPTION

JOB TITLE:	COMMUNITY DEVELOPMENT OFFICER
RESPONSIBLE TO:	Director
SALARY:	£25k per year, inclusive of London Weighting
TYPE OF CONTRACT:	Fixed term for 2 years, Full-time
HOURS:	28 hours per week; flexible
LOCATION:	AfCD, Deptford Bridge London SE8
SPECIAL CONDITIONS:	Some work outside regular working hours

1. PURPOSE OF THE JOB

1.1. To effectively manage outreach and consultation with Black and Minorities Ethnic (BME) organisations and communities across Lewisham

1.2. To organise road shows and other events to engage and consult with Lewisham BME (L-BME) organisations on particular issues and themes that emerge from outreach and consultation

1.3. To contribute to the development of learning, advice, support and resources for L-BME organisations

1.4. To liaise with external agencies and service providers to help broker increased inclusion of L-BME organisations

1.5. To collaborate, inform and involve, as relevant, L-BME organisations to aid the development of this work

1.6. To produce reports for AfCD and funders on the impact and value of the outreach and development work

1.7. To contribute to dissemination of the contribution of the L-BME sector to increase external value and respect of its work and impact

2. KEY TASKS/DUTIES

- 2.1. To work with the Director, Admin Finance Officer, Volunteer Coordinator and other AfCD staff to implement effective outreach, consultation and development services for BME organisations and community groups in London
- 2.2. To review, reach and involve L-BME organisations in selected areas and wards to ensure effectiveness of AfCD outreach and development provision
- 2.3. To proactively set up work to address under-representation, including particular underrepresented L-BME communities and those who represent intersectional interests
- 2.4. To assess needs and issues of L-BME organisations and ensure that roadshows address these and build engagement in development and partnership work.
- 2.5. To work with the Head of Policy to ensure that AfCD is informed of L-BME policy concerns to help them address these; to work with the Head of Policy to keep L-BME organisations informed of Government and other public sector Policy development and Initiatives that impact on their work
- 2.6. To engage with external agencies and service providers to facilitate involvement at relevant road shows and to help broker greater inclusion including in developing policy and initiatives
- 2.7. To work with L-BME and voluntary sector specialist providers to ensure engagement with the project to build greater effectiveness
- 2.8. To contribute to the development and delivery of learning, advice, support and resources to build BME organisational effectiveness, sustainability, resilience and impact
- 2.9. To set up an effective project plan and performance monitoring framework with detailed timetables; to implement this as required
- 2.10. To provide mentoring and leadership development for L-BME
- 2.11. To be kept informed of relevant research and work that will add to the development of the L-BME sector and to the development of BME organisations
- 2.12. To work with the Director, Admin Finance Officer and Volunteer Coordinator to ensure that L-BME groups, particularly small grassroots groups, have support to engage effectively and are able to access development services
- 2.13. To work with colleagues in the Development and Training in building learning and development opportunities and resources
- 2.14. To ensure organisations that are supported give appropriate feedback on their progress in a timely fashion
- 2.15. To set up and implement monitoring and evaluation processes; to assist in developing narrative on the progress of the project including case studies

- 2.16. To review reports and monitor progress of projects to verify that beneficiary organisations are developing according to agreed objectives and in keeping with good practice
- 2.17. To help L-BME organisations develop required policies e.g. safeguarding, environmental, health and safety, data protection, equality, complaints policies etc
- 2.18. To use anonymised data from outreach and development services to contribute to strategy and position papers as required, particularly with regard to the future recovery and development of the L-BME sector
- 2.19. To contribute to the development of AfCD programmes on grant management and income diversity e.g. enterprise and social investment; to carry out work as delegated for these programmes
- 2.20. To comply with AfCD's safeguarding policy and ensure that concerns are reported as required
- 2.21. To comply with AfCD's equal opportunities policy in all aspects of employment and service provision, particularly with regard to promoting good race relations among groups representing different races, ethnicities and religions.
- 2.22. To be aware of, and comply with, AfCD's policies and procedures on health and safety at work by adopting safe working practices; reporting any accidents and/or unsafe or hazardous conditions to management; and to do everything reasonable to prevent personal injury to themselves, fellow workers and members of the public.
- 2.23. To be aware of and comply with all AfCD's policies and procedures e.g. on data protection
- 2.24. To participate actively in supervisions, appraisals and team meetings and other AfCD's activities. To take part in training, if required.
- 2.25. To ensure confidentiality at all times in all matters relating to any work or communication within the work done.
- 2.26. To carry out any other duties as required by your line manager from time to time in accordance with the grading of the post and the projects.