

JOB DESCRIPTION

JOB TITLE: VCSE -Community Restart Development Officer	SALARY: £25,000 per annum (FTE)
HOURS : 37.5 hours per week	LOCATION: Brightspace/Blended Working
ACCOUNTABLE TO: Community Restart Coordinator	
JOB PURPOSE	
<ul style="list-style-type: none"> • To support Voluntary, Community and Social Enterprise (VCSE) Organisations that have been closed due to the pandemic to re-open in a Covid-19 secure way. • To build relationships and networks with VCSE organisations, statutory and private sector • To support organisations to be resilient, sustainable and provide good and safe volunteer management during and through recovery from the Covid-19 pandemic • To support funding applications to the County-wide Community Grant for remobilising organisations • To help establish and keep CAS at the forefront of community development in the UK • To be an ambassador for CAS supporting and promoting CAS's diverse range of products and services • To maximize opportunities for the sustainability of community development at CAS 	
MAIN DUTIES AND RESPONSIBILITIES	
<p>To support Voluntary, Community and Social Enterprise (VCSE) Organisations that have been closed due to the pandemic to re-open in a Covid secure way.</p> <ul style="list-style-type: none"> • To engage with groups that provide services/activities to a variety of people. • Provide 121 meetings, telephone contact and emails linking to specialist support, information and guidance available to support organisations to restart in a Covid secure way. • Facilitate events, training courses, workshops to support the sharing of relevant information and good practice. • Contribute to the CAS External newsletter. 	

- Provide guidance to enable organisations to make informed decisions about their group activity under Covid-19 restrictions.

To build relationships and networks with VCSE organisations, statutory and private sector

- Work in partnership with initiatives such as Contact and Trace, Community Intervention Team, Social Prescriber Link Workers and Suffolk Good Neighbour Network.
- Maintain links with county, regional and national sporting representatives and organisations making use of already developed advice.
- Work in partnership with Trading Standards, Fire Service, Food Safety and Health Protection/Public to facilitate professional networking/Q and A sessions.

To support organisations to be resilient, sustainable and provide good and safe volunteer management during and through recovery from the Covid-19 pandemic

- To help organisations recruit, train and support volunteers as required.
- To help organisations handle issues such as safeguarding more confidently and effectively.
- Link community group to Covid Buddies Development Officers to aid recruitment of a 'Buddy'.

To support funding applications to the County-wide Community Grant for remobilising organisations

- Provide support and guidance to carry out specific risk assessment templates for covid safe re-opening
- Support VCSE groups to determine eligibility to apply for the Community Restart Fund.

To help establish and keep CAS at the forefront of community development in the UK

- To keep up to date and research best practice in community development both at a national and international level and bring innovation into Suffolk

To be an ambassador for CAS supporting and promoting CAS's diverse range of products and services

- Develop and maintain an expert working knowledge about the diverse range of CAS's products and services and seek to raise awareness and promote these
- Contribute to the development of local and county wide marketing and communication strategies and plans and work with CAS's marketing team to promote CAS's community services offer both internally and externally

To maximize opportunities for the sustainability of community development at CAS

- To continually scan and take advantage of funding and fundraising opportunities to help CAS meet their strategic objectives
- To develop relationships with the statutory, business and VCSE and position CAS as an organisation ready and able to support community development
- to complete Community funding application.

PERSON SPECIFICATION

Qualifications	<ul style="list-style-type: none"> • Relevant qualification or experience
Knowledge, Experience and Skill	<ul style="list-style-type: none"> • Experience of VCSE (voluntary and community organisations and social enterprise) organisations • A commitment to reducing the transmission of covid-19 by working with and supporting communities and the VCSE • Understanding of the impact of loneliness and isolation on health and wellbeing • Willingness to learn and develop an Asset Based Community Development approach with grass roots community groups. • Experience of Volunteering • Strong problem solving and organisational skills • Initiative, self-motivation and the ability to motivate others • A n understanding of the VCSE organisation structures and groups and if they have a local or national affiliated body. • Experience of developing, engaging and maintaining good collaborative working relationships, both internally and externally, with a diverse range of people and communities • An understanding of community development and the practical skills required • Excellent presentation skills and the ability to share and disseminate knowledge and learning in a range of different settings including chairing and facilitating meetings • Excellent verbal and written communication skills. • Experience of setting and working to targets • Skilled in handling data. • Ability to analyse and interpret data to identify key issues • A willingness to engage with individuals through facilitating events and forums • Excellent working knowledge of modern IT and software programmes
Attributes	<ul style="list-style-type: none"> • A demonstrable personal commitment to CAS and its values • Excellent team player with a positive attitude to change • High levels of flexibility and a can-do attitude with the ability to “muck in” where required • A collaborative and solution-based approach to problems • Ability to self-manage, organise, balance and deliver against a range of competing priorities • Commitment and an ability to contribute to an emotionally healthy and fun working environment • A passion for delivering services with an emphasis on responsibility, community and quality. • Commitment to the safeguarding and wellbeing of service users.

	<ul style="list-style-type: none">• Frequent travel around the county and so an ability to travel within Suffolk or further afield as necessary.• Willing to work occasional unsocial hours at weekends and/or evenings for which time off in lieu will be given.
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