

JOB DESCRIPTION

JOB TITLE: ABCD Network Co-ordinator	SALARY: £24,451 FTE
DEPT: Voluntary and Community Action	HOURS: 7.5 hours per week fixed term contract to 30 th November 2023
ACCOUNTABLE TO: Senior Manager Community Engagement	LOCATION: Brightspace Ipswich or Kirkley Lowestoft
JOB PURPOSE	
<ul style="list-style-type: none"> • Develop a network of support for staff working within the voluntary and statutory sectors in developing and delivering Asset Based Community Development (ABCD) activity within their work in local communities. • Ensure staff using ABCD methods and approaches will have access via a dedicated webpage(s) to a single point for resources and information relating to ABCD. • To be an ambassador for CAS supporting and promoting CAS's diverse range of products and services • To be a positive and flexible member of a high performing, innovative and enterprising Volunteer & Community Services Team and the wider CAS team 	
MAIN DUTIES AND RESPONSIBILITIES	
<p>Develop a network of support for staff working within the voluntary and statutory sectors in developing and delivering Asset Based Community Development (ABCD) activity within their work in local communities.</p> <ul style="list-style-type: none"> • Create a network of ABCD interested professionals and volunteers • Co-ordinate and support Action Learning Set on a variety of topics that network members can join to help develop their professional practice and overcome challenges and achieve ambitions • Arrange and facilitate Quarterly meetings for all network participants to meet and share their learning, experience and outcomes. Arrange for guest speakers as appropriate. <p>Ensure staff using ABCD methods and approaches will have access via a dedicated webpage(s) to a single point for resources and information</p>	

relating to ABCD.

to oversee/provide admin support for the Action Learning Sets and Quarterly meetings

- Develop and manage an ABCD focussed Webpage embedded within CAS website for the professionals to access to share their resources etc from the Action Learning Set
- Develop toolkits for communities to use to develop their ideas
- Co-ordinate the delivery of ABCD training/workshops for communities which could be delivered inhouse or external provider.

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 wherever possible
- Be a first point of contact to share knowledge about who to turn to for support in CAS
- To work with the wider CAS team to raise awareness of CAS's volunteering offer so they can promote volunteering to their stakeholder groups
- 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 volunteering offer both internally and externally
- Generate a range of content for both internal and external marketing resources such as newsletters, e-bulletins, posters, flyers and postcards etc.
- Actively promote the benefits of joining the CAS network

To be a positive and flexible member of a high performing, innovative and enterprising Community Services Team and the wider CAS team

- To support the development of impact measurement tools to capture and record outcomes, developing and shaping partnerships
- To work collaboratively with colleagues to find solutions to issues as they arise
- To take responsibility for other activities as specified by the line manager

PERSON SPECIFICATION

Qualifications	<ul style="list-style-type: none"> • Minimum Grade C or equivalent in maths and English
Knowledge, Experience and Skill	<ul style="list-style-type: none"> • A sound understanding of Asset Based Community Development

	<ul style="list-style-type: none"> • Demonstrable experience of supporting and developing the VCSE sector • Proven track record in developing, establishing and maintain good working relationships both internally and externally • Understanding of externally funded projects and monitoring requirements • Excellent presentation skills and the ability to share and disseminate knowledge and learning in a range of different settings • Good understanding and experience of how to run and lead successful campaigns • Experience of setting and working to targets within an outcome framework • Experience in organizing and managing priorities and time • The ability to communicate at all levels with excellent listening skills • Excellent working knowledge of modern IT
<p>Attributes</p>	<ul style="list-style-type: none"> • 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 solving 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 • An ability to travel within Suffolk or further afield as necessary