

JOB DESCRIPTION

JOB TITLE: Community Development Officer – Ukraine Support	SALARY: £25,886 per annum (FTE)
HOURS : up to 15 hours per week	LOCATION: Ipswich or Lowestoft office based with blended working
ACCOUNTABLE TO: Community Support Coordinator – Ukraine	TERM: Fixed until 30/04/2023
JOB PURPOSE	
<ul style="list-style-type: none"> • To support hosts of Ukrainian refugees in Suffolk • To support the development and provide guidance for community groups and activity • To organise and coordinate hubs and networking opportunities for Ukraine refugees • To maintain contact database for specialist VCSE support • 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 hosts of Ukrainian refugees in Suffolk</p> <ul style="list-style-type: none"> • Moderate a Facebook host family support group, answer questions and queries as needed • Signpost to relevant specialist services and agencies • Coordinate with other online groups that are set up independently • Be a point of contact for host families <p>To support the development and provide guidance for community groups and activity</p> <ul style="list-style-type: none"> • Create and maintain content for a CAS webpage as a central hub for community information • Engage with groups that provide services/activities, and maintain a list or map of where such activity is taking place. • Provide 121 meetings, telephone contact and emails to provide information and guidance to organisations to provide support to Ukrainian guests 	

- Facilitate events, training courses, workshops to support the sharing of relevant information and good practice.
- Contribute to the CAS External newsletter.
- Maintain links and peer support through social media where appropriate
- Communicate regularly with District and County Council officers to share intelligence
- Assist organisations recruit, train and support volunteers as required.
- Support groups to access funding to provide activities and services within their community
- Monitor the general email address and respond promptly to the enquiries

Organize and coordinate hubs and networking opportunities for Ukraine refugees

- Keep an event calendar of where community activity is taking place on the CAS webpage
- Work with community groups already providing these hubs to link to specialist advisers
- Help support communities where no group currently exist to develop new hubs for the benefit of Ukrainian guests to socialize, network and meet specialist services
- Organise meetings and events as required for hosts and guests networking and information sharing

To maintain contact database for specialist VCSE support

- Engage with Suffolk VCSE organisations to gather ongoing information about specialist support services for Ukraine guest and hosts
- Maintain a spreadsheet of such services

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 sectors and position CAS as an organisation ready and able to support community development

PERSON SPECIFICATION

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Relevant qualification or experience 	
Knowledge, Experience and Skill	<ul style="list-style-type: none"> • An understanding of community development and the practical skills required • Experience of VCSE governance and good practice • Experience of developing, engaging and maintaining good collaborative working relationships, both internally and externally, with a diverse range of people and communities • Good Knowledge of Social Media • Development approach with grass roots community groups. • Experience of Volunteering • Excellent team player • Initiative, self-motivation and the ability to motivate others • Excellent verbal and written communication skills. • Ability to engage with individuals through facilitating events and forums • Excellent working knowledge of modern IT and software programmes 	<ul style="list-style-type: none"> • Willingness to learn and develop an Asset Based Community • Skilled in handling data. • Excellent presentation skills and the ability to share and disseminate knowledge and learning in a range of different settings • Experience of use of social media of Social Media as admin and moderator • Good knowledge of CRM systems • Good problem solving and organisational skills • Ability to self-manage, organise, balance and deliver against a range of competing priorities • Good teamwork skills
Attributes	<ul style="list-style-type: none"> • A demonstrable personal commitment to CAS and its values • High levels of flexibility and a can-do attitude with the ability to “muck in” where required • 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. • 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. 	