

## JOB DESCRIPTION

### Community Development Coordinator

RESPONSIBLE TO: LinkAge Network CEO

BASE: The Park, Davenry Road, Knowle, Bristol BS4 1DQ

HOURS: 37.5 hours per week

SALARY: £31,519pa

**JOB PURPOSE:** To promote best practice (asset based community development) for and with local organisations and delivery partners, either supporting or delivering community development for older people. This role will support community groups who wish to deliver work to support the involvement of people aged 50+ in local decision making. This role will be instrumental in delivering the key outcomes within the contract awarded to The LinkAge Network by Bristol Aging Better (BAB) and will operate in a designated region of Bristol City.

Tasks and responsibilities:

1. In consultation with local organisations, community groups and delivery partners, develop a strategy for establishing best practice for Community Development for Older People (CDOP) and championing the involvement of people aged 50+ in local decision making.
2. Provide advice and support to local groups who are working to provide community development for people aged 50+ and/or want to include them in local decision making.
3. In partnership with local organisations and delivery partners, establish networking opportunities, forums, a local steering group and / or other mechanisms for collaboration and sharing best practice.
4. In collaboration with other LinkAge Network Community Development Coordinators, organise and promote cross-city sector sharing of best practice through forums and similar mechanisms.
5. Participate in planning, organising and participating in events to promote and celebrate the work of BAB, LinkAge Network and other organisations involved in CDOP.
6. Collect and collate data and other information as required that will contribute to the wider learning and evaluation of the BAB program.
7. Provide professional and friendly customer care, dealing with enquiries from a wide variety of sources.
8. Carry out other tasks and duties from time to time, as required.

9. Work within the standards, policies and procedures of LinkAge Network.

General

- Duties must be carried out in compliance with LinkAge Network's Equality and Diversity Policy.
- This job description only contains the principal accountabilities relating to this post and does not describe in detail all the duties required to carry them out.
- This post is exempt from the Rehabilitation of Offenders Act 1974 and this means that any criminal conviction, including spent convictions, must be made known at the time of the application.
- Employees must be aware of the responsibilities placed upon them under the Health and Safety at Work Act 1974, to ensure that the agreed safety procedures are carried out to maintain a safe working environment for service users, visitors and employees.

## Person Specification Community Development Coordinator

		Essential	Desirable
	Educational/Professional Qualification		
1	GCSE or Certificate / Qualification in a relevant subject	√	
	Career Experience		
2	Significant involvement / experience in community development, with a preference for working with older people	√	
3	Significant experience of partnership working	√	
4	Significant experience of working in the health, social care sector, voluntary and community sector	√	
	Knowledge of		
5	The charitable sector locally or nationally	√	
6	Asset based community development	√	
7	Local authority, health, community and voluntary sectors in Bristol		√
8	Issues affecting older people		√
	Skills and Aptitudes		
9	Effective communicator	√	
10	Effective persuading and influencing skills	√	
11	Effective public speaker – good at presentations	√	
12	Effective networker	√	
13	Competent user of MS Office applications	√	
	Personal Attributes		
14	Positive attitude towards older people	√	
15	Able to act as an advocate and representative for LinkAge Network	√	
16	Responsible and professional	√	
17	Keeps promises and commitments	√	