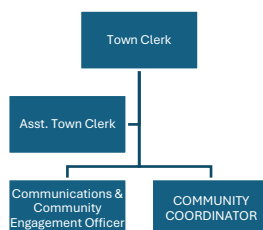


COMMUNITY COORDINATOR – Job Description

REPORTING TO: Town Clerk

ORGANISATIONAL STRUCTURE:



LOCATION: Office based at Wilmslow Parish Hall

WORKING PATTERN: Part-time – 25 hours per week

Some requirement to work flexibly including evening or weekend activities pertaining to organised events.

JOB SUMMARY:

To be responsible for the creation and promotion of new opportunities to engage with and support community groups throughout Wilmslow. Playing a pivotal role in fostering community cohesion, promoting civic participation, and enhancing the overall quality of life within Wilmslow.

To establish and develop a network of key stakeholders which will support the ongoing development of community based groups promoting inclusivity and access for all.

To develop an enhanced volunteering culture within the town.

KEY OUTCOMES / OBJECTIVES:

- To be the first Point of Contact between Wilmslow Town Council and all Wilmslow's community groups.
- To foster strong and lasting relationships with local groups by identifying and engaging with Wilmslow's community groups and organisations, maintaining a register of groups.
- To act as a conduit and facilitator in developing effective communication and coordination between various Wilmslow community groups and organisations.
- To design, develop and implement strategies and outreach programs to actively engage residents and encourage participation in the community.
- To develop and promote volunteer opportunities.
- To work with schools, youth groups and young people to promote the work of Wilmslow Town Council and increase the participation of young people in community groups and activities.
- To explore opportunities for, and potentially develop, a Wilmslow Youth Council

- To support local Community Groups and Organisations in maintaining and developing their own sustainability by helping them encourage new members and appeal to the next generation.
- To organise recruitment drives, orientation sessions, and training workshops to onboard and support volunteers in various roles within the community.
- To support local groups to follow best practice to aid their effective operation.
- To arrange and facilitate training sessions for voluntary groups on topics of common interest – utilising third-party specialist knowledge as required, eg
 - Social media training
 - Risk assessments
 - Insurance and DBS checks
 - Website procurement and functionality
 - Sector funding opportunities
- To organise events showcasing the voluntary sector and volunteering opportunities within the community.
- To promote the Wilmslow Town Council Grant Scheme amongst Community Groups and Organisations in order to encourage a broad range of grant applications.
- To signpost local community groups and organisations to apply for available, relevant external grants to help funding where applicable, supporting the application process as required.
- To work with the community and voluntary services to encourage greater engagement within Wilmslow.
- To actively seek out potential community partnerships.
- To collect feedback from stakeholders and community members to support the continuous improvement of services and address concerns or challenges.
- To establish monitoring mechanisms to track the performance and impact of community activities and volunteer programs.
- To prepare regular reports and presentations for Wilmslow Town Council and its committees/panels, highlighting achievements and key metrics as well as identifying areas for improvement.
- To work with the Town Council team to ensure effective promotion and marketing of events through various channels to maximize participation and community involvement.
- To assist in preparing an annual budget for community activities.
- To provide general support and assistance to the Town Clerk and other colleagues at peak times such as during events.

RESPONSIBILITY FOR RESOURCES:

Employees:

- The post holder will not have line management responsibilities

Financial:

Physical:

- Compliance with council regulations.
- The post holder will be expected to travel around Wilmslow to meet the requirements of service delivery so should have access to appropriate transport options.
- Ensure health and safety in the workplace, undertaking appropriate risk assessment and management.

Stakeholders:

- The postholder will be required to build and maintain effective relationships with a range of individuals, groups and agencies including, but not limited to:
 - Wilmslow Town Council – Employees and Councillors
 - Local community groups and organisations
 - Volunteers and members of the local community

WORKING CONDITIONS:

- The postholder will be required to meet and adhere to all statutory and Wilmslow Town Council guidance and policies around health and safety, data protection and safeguarding legislation.

PERSON SPECIFICATION:

	Essential	Desirable
Qualifications / Training	<ul style="list-style-type: none"> • Educated to GCSE level or equivalent with passes in Maths & English 	<ul style="list-style-type: none"> • Project management qualification (eg Prince2) • Level 3 qualification in Youth or Community work
Knowledge	<ul style="list-style-type: none"> • Knowledge of the voluntary sector • Knowledge of local community working • Knowledge of grant application processes writing 	<ul style="list-style-type: none"> • Knowledge of local government, local council or third sector processes and procedures
Experience	<ul style="list-style-type: none"> • Significant demonstrable experience in community engagement, or volunteer coordination. 	<ul style="list-style-type: none"> • Proven and demonstrable experience in a local government or nonprofit setting. • Experience of local community groups • Proven and demonstrable experience in including presentation and concise report writing • Experience of budget management for community projects
Skills	<ul style="list-style-type: none"> • Excellent communication, interpersonal, and negotiation skills, with the ability to engage and collaborate effectively with diverse stakeholders. • Demonstrated leadership abilities, with a proactive and results-oriented approach to problem-solving and decision-making. • Experienced user of Microsoft Office Suite and other relevant software applications. 	<ul style="list-style-type: none"> • Strong analytical skills with the ability to conduct research, analyse data, and prepare comprehensive business cases.