

**Croydon Voluntary Action (CVA)  
COMMUNITY BUILDER- Job description**

<b>BASED IN:</b>	CVA
<b>LOCATION:</b>	Croydon
<b>REPORTING TO:</b>	Head of Communities
<b>RESPONSIBLE FOR:</b>	ABCD project
<b>SALARY:</b>	£27,812 per annum incl. OLV pro rata, post is 3 days a week funded until March 2022

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**KEY TASKS:**

- Identify and work with 'Community Connectors' to nurture community led activity
- Provide appropriate support and training for Community Connectors, individually and in groups, to ensure they have the right skills to identify assets and to present these findings in a way which will lead to positive change
- Promote health and social care activities using Simply Connect Croydon, CVA and partner websites, mail outs and social media
- Liaise with other organisations, staff, police and partners to build relationships, raise awareness and understanding of the importance of working alongside and empowering communities
- Use a range of participatory methods and techniques to ensure that we include and reach under-represented and excluded people
- Initiate Community of Practice meetings
- Organise Ideas Fairs to raise awareness of the strengths and capacities of people and communities to create their own solutions
- Regularly use our app or other online mechanism as a means to gathering field notes for back office analysis and evaluation
- Co-work across other CVA projects (Asset Based Community Development projects, Young Londoners' Fund Network, Croydon Voluntary Sector Alliance etc) and the wider voluntary and community sector

**GENERAL**

- Work to CVA policies, procedures and to the CVA Strategic Plan and work plan
- Contribute to wider CVA activities as needed
- Under-take a full DBS disclosure in line with current legislation
- Contribute to all CVA communications including the CVA Website
- Work occasional weekends and evenings
- Attend internal meetings
- Represent CVA as and when appropriate
- Prepare work plans, reports, monitoring and evaluation as required
- Undertake training for professional development

This is not a complete statement of duties and may be amended in the light of changing needs of the organisation after consultation with the post holder.