

Croydon Voluntary Action (CVA)
COMMUNITY BUILDER- Job description

BASED IN:	X
LOCATION:	Croydon South West (SW)/ North West (NW)
REPORTING TO:	Local Community Partnership Croydon
RESPONSIBLE FOR:	Asset Based Community Development in Locality
SALARY:	£26,491 per annum excluding OLW pro rata (4 days/wk)

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 Locality webpages, Simply Connect Croydon, VCS 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 hear from 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 online mechanism to share field notes for back office analysis and evaluation
- Present on local intelligence at Local Community Partnership South/North West and write up for inclusion in the emerging Community Plan.
- Co-work across other Asset Based Community Development projects, VCS networks, partnerships and the wider voluntary and community sector

GENERAL

- Work to X policies, procedures and to the X Strategic Plan and work plan
- Contribute to wider LCP activities as needed
- Under-take a full DBS disclosure in line with current legislation
- Contribute to One Croydon communications
- Work occasional weekends and evenings
- Attend internal meetings
- 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 Local Community Partnership after consultation with the post holder.