# Community Builder

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| Job Title | Community Builder |
| Location | Croydon North West/ Crystal Palace office |
| Hours | * 35 hours per week. Fixed term contract up to 31st March 2024 * Flexible working/ 4- day week/ job share considered for the right candidate * Occasional weekend and evening work will be required. |
| Salary | £28,724 OLW |

**Your Main Role**

ClearCommunityWeb are recruiting a full time **Community Builder** to work across North- West Croydon (including Norbury Park, Norbury and Pollards Hill, Ensham Manor and West Thornton).

Your role is to understand the challenges and support the local community and groups and work with local health colleagues, such as Link Workers. You will identify and bring together individuals and groups together to realise their ideas as well as to activate ideas in the community.

You will support the various community hubs and the work priorities of the Local Community Partnership.

You will be responsible for setting up and delivering a programme of ‘ideas fairs’ or ‘celebration events’ which bring together the various assets, groups and individuals in the community.

You will be instrumental in raising awareness about the support we provide and actively seek opportunities to partner with other organisations to broaden the impact of all of our work.

All our work follows the principles of [Asset Based Community Development](https://www.nurturedevelopment.org/asset-based-community-development/) (ABCD)

This post is part of One Croydon's Locality model, funded by The Kings Fund with the aim to ‘shift power and authority to local people and communities.

Specific Duties

* Identify and empower individuals and group to lead on their own initiatives and become sustainable.
* Lead on 4 ideas fairs/ celebration events per year
* Host monthly ‘Community of Practice’ meetings
* Capture stories and evidence the impact of any change; presenting back to local CVS and One Croydon
* Promote and facilitate our Digital Drop-ins, Services Support Drop-Ins and Workshops we run
* Identify and work with other community groups and individuals in the locality to raise awareness to their work, the support they need and connect them with the necessary resources where possible.
* Attend other local community days and events representing both ClearCommunityWeb and our activities, as well as other identified community groups
* To identify and understand other areas of support in the locality, including wellbeing, mental health, information advice & guidance and pathways to employment using sources such as Simply Connect.
* Co-work across other Asset Based Community Development projects, VCS networks, partnerships and the wider voluntary and community sector
* To be our champion for positive mental health with Croydon.

General

* Work in the community of Croydon North West and our office in Crystal Palace
* Assist with and support home visits across the borough to understand the challenges of the most vulnerable and identify support where appropriate
* Lead on and deliver Local Community Partnership projects where assigned
* Prepare work plans, reports, monitoring and evaluation and change stories
* Work occasional weekends and evenings
* Work across teams at ClearCommunityWeb and provide cover if necessary
* Attend internal meetings
* Undertake training for professional development

**Desirable Skills**

* Good active listening skills and problem-solving skills are key to this role
* Understanding the challenges people face in accessing care, services and how this is affected by anxiety and confidence is also key
* Confidence with technology (mobile phones and the internet) is desirable but not necessary.
* A passion for community building and the ability to share that enthusiasm with residents, staff and the larger community groups.
* Established connections and trust within their communities.
* Proactive in adapting to the needs of the community.
* Ability to hold open and friendly dialogues that are respectful of people’s opinions and choices.
* Ability to function as part of a cross-disciplinary team.
* Ability to hold privileged information in a professional and confidential manner
* To be calm under pressure and manage multiple tasks simultaneously without fluster
* To be organized, punctual and reliable
* Basic computer competency skills
* Driving license is desirable but not mandatory

**Qualifications & Training**

We will provide access to the following training

* Level 2 Information Advice & Guidance
* Mental Health First Aid (MHFA England)
* [Asset Based Community Development](https://www.nurturedevelopment.org/asset-based-community-development/) (ABCD) via Croydon Voluntary Action/ One Croydon
* Internal training in Digital Skills support, Health and Safety in public places and safeguarding

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| **About ClearCommunityWeb** | |
| ClearCommunityWeb is a social enterprise providing digital skills training, advice and support services to community groups, older people, vulnerable adults and carers across South London. | |
| **Our Mission**  To help people develop their digital skills, awareness and confidence in order to learn new things, live more independently and connect with their community. | |
| **Our Values** | |
| People First | We place people at the centre of our work and understand individual challenges |
| Inclusive | We provide safe spaces for people to learn. share and connect. |
| Supportive | We provide individual assistance at critical times |
| Respectful | We work without prejudice and respect peoples’ differences |
| Empowering | We help people to become independent and enable them to find their own solutions |
| Open | We are transparent with the way we work and the information we provide. |