

**MALDON & DISTRICT COMMUNITY VOLUNTARY SERVICE**  
**Communities Development Officer**

**Job Description**

**JOB TITLE:** Community Development Officer  
**RESPONSIBLE TO:** M&DCVS Director  
**HOURS:** 37 hours per week  
**SALARY:** £25,200p.a  
**BASE:** The Square, Holloway Road, Heybridge, CM9 4ER

**MAIN PURPOSE OF JOB:**

To facilitate and support the development of thriving and resilient communities throughout the Maldon District building on key partnerships and connections created by the Maldon District Coronavirus response team.

This will include connecting people with services, creating opportunities for parish and village level peer and neighbourhood support, supporting the continued provision of emergency and crisis response, creating community hubs, volunteering opportunities, and building community capacity through training

To take a lead on the new Community Storage facility enabling emergency and crisis response to the community and community based social prescribing.

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**Tasks**

1. Work to create thriving communities throughout the Maldon District

- Build on the local coordinators and hub network created by the Coronavirus response team and support them to continue to offer local level support to their community.
- Facilitate the Maldon District Community forum to bring together local coordinators and partners to share information, create opportunities and identify needs.
- Create opportunities for community capacity development for example facilitating access to informal training such as resilience workshops, dementia friends training and mental health awareness or supporting village level volunteering opportunities and asset development.
- Be a central point to support with complex needs and issues as they are identified in the community, signpost on to existing services and facilitate appropriate support

2. To take a lead on the Community Storage facility and provide community based social prescribing
  - To receive referrals to the container for crisis and emergency response and facilitate appropriate support and resources for individuals and families in need
  - To provide ongoing support to individuals and families in need through community based social prescribing and ongoing referrals
  - To be a central contact point for project partners and to facilitate regular meetings to review stock, monitor impact, fundraise and develop the resource
  
3. Support community wellbeing through projects and asset based community development
  - To work with communities and volunteers to create health and wellbeing activities in the community. This will include, but is not limited to,
    - Walks for wellbeing
    - Community weight management schemes
    - Playing out and active play
    - Fall prevention, strength and balance activities
    - Social inclusion opportunities for at risk groups
  
4. Keep accurate monitoring records of the projects activity and impact
  - Ensure contact details of beneficiaries are recorded and retained in line with data protection requirements
  - Ensure monitoring information relating to key outcomes are recorded and available to populate reports as required by funders and MDCVS
  - Support the projects and admin officer to undertake case studies and focus groups as appropriate
  
5. Adhere to M&DCVS policies and procedures and organisational quality standards
  - Ensure that activities are accessible and conducted in a non-discriminatory way in accordance with M&DCVS's Equal Opportunities policy.
  - Assist the Director to ensure that work is managed in accordance with the relevant health and safety, confidentiality and data protection policies
  - Ensure the maintenance of confidentiality in respect of clients and all matters relating to the services of the Charity.
  - Recommend ideas for improvement or development in order to deliver an enhanced service.
  
6. Undertake other reasonable duties as may be required

*Note:* This job description is subject to change (with reasonable notice) when appropriate and with prior consultation with the post holder.

## **Person Specification**

Candidates must explain and demonstrate in the application form how and why their previous experience, skills, abilities and knowledge meet the essential requirements of this post. Applications that fail to demonstrate this will not be considered.

		<b>Essential</b>	<b>Desirable</b>
1	Knowledge of the Maldon District, it's demography and the resulting challenges and opportunities		✓
2	Understanding of the Asset based approach to community development and commitment building community capacity	✓	
3	Awareness of key public health issues such as social isolation, physical activity levels, ageing well and mental health	✓	
4	Experience of supporting people in crisis with a non judgemental and solution focussed approach	✓	
5	Knowledge of the voluntary sector and local services in Maldon and mid Essex		✓
6	Proficiency in office information technology applications including Excel, Word, Outlook and cloud based systems	✓	
7	Experience of working with volunteers		✓
8	Strong interpersonal skills and the ability to support and encourage others	✓	
9	Strong organisational skills	✓	
10	A flexible approach to work and ability to work on own initiative	✓	
11	A demonstrable commitment to constructive team and partnership working	✓	
12	Good communication skills including the ability to communicate by phone, face-to-face and in writing	✓	
13	Trustworthiness and respect for the organisation's need for confidentiality and an understanding of data protection principles	✓	
14	The capacity to attend occasional evening or weekend commitments		✓
15	Access to own transport available for work use	✓	
16	Demonstrate an ability and understanding of working within an equal opportunities framework	✓	
17	Understanding of the issues affecting voluntary groups.		✓
18	Flexibility to cover for other staff members in the event of sickness/holiday.		✓