

GL11 Community Hub

Community Development Director Job Description

Job Title	Community Development Director
Responsible to	Chief Executive Officer
Responsible for	Community Development team
Conditions of Service	22.5 hours pw 6 months probationary period
Salary	£40,000 FTE pro rata
Contract	Permanent
Location	Your usual location will be at GL11 Community Hub in Cam.

Job Summary

As Community Development Director you will be responsible for working with your team to create a culture of possibility where local people believe in and act on their ability to create change. This will happen by:

- listening, consulting, and co-creating with communities and partners
- developing and delivering a diverse and inclusive range of community activities
- embedding a range of community development approaches to all internal and external activities across GL11 Community Hub (including Asset based)
- building positive partnerships with local, regional and national partners to enable systems change
- evidencing, reviewing and showcasing the impact of a community led approach

As a Director, you will work closely with the rest of the senior management team to provide the strong, caring and effective leadership required for GL11 to thrive. You will consult and advise on GL11's strategy and operational plans, making sure team and staff work plans are in place and are meeting agreed goals.

Through your leadership GL11 will continue to grow, strengthening our communities. You will ensure that the welcoming and supportive culture of GL11 continues to inspire and that our vision, values and key aims are a living part of all our work.

You will provide day to day management and development of your team, ensuring everyone has shared goals and communicating effectively across GL11. You will drive best practice by supporting (and stretching) staff,(and volunteers?)ensuring learning and systems are in place and that the community are listened to.

As an ambassador for GL11, you will work with external stakeholders relevant to your remit, in order to drive partnership working.

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Responsibilities and Duties

The list below describes the main responsibilities and duties of the role but is not finite. You will be required to carry out any other duties commensurate with this post.

As Community Development Director you will:

- Provide strategic leadership, working internally with other Directors and the CEO to meet the challenges faced by GL11, considering opportunities and risks.
- Provide information and support to the Chief Executive and Board to ensure the community development voice is present in decision making;
- Along with other Directors, cover for the CEO in her absence.
- Work with key stakeholders, building positive relationships and developing joint projects where this furthers the work of GL11.
- Ensure good communication with other teams, making sure that policies and developments are aligned;
- Support system improvement within your team and in relationships with other teams and funders;
- Lead, support and participate in the development and implementation of quality improvement initiatives across GL11;
- Support recruitment, onboarding and induction of new GL11 staff and ensure continuous learning relevant to each staff member;
- Agree structures and methods to support staff development, including learning and training and create opportunities for staff to participate in decision making and policy development.
- Embed monitoring, evaluation and learning culture, ensuring that data including outcomes and outputs are collected in the easiest ways possible to meet the terms of funding agreements as well as GL11's strategic needs.
- Ensure timely reports are provided for funders and the community, capturing the impact of GL11.
- Report quarterly to the Directors Team and the Board, providing information against set targets.
- Develop team plans and ensure that individual work plans are developed and regularly monitored.
- Ensure feedback and ideas from those attending activities and projects is encouraged and that any issues are addressed in a transparent and timely manner and escalated to the formal complaints process as needed.
- Agree structures and methods to support staff development, including learning and training and create opportunities to participate in decision making, including policy development.
- Be the Safeguarding Lead for non-clinical activities, ensuring safeguarding processes are followed and risk is managed;

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- Ensure code of conduct is actively followed, maintaining overview of occasional complex behaviour reviews

3. Values, Behaviours & Competencies

- Be committed to the purpose of GL11 and its strength-based ethos, ensuring that residents are at the heart of GL11's services and development
- Be committed to fostering innovation and continuous improvement in working practice
- Be respectful of boundaries and able to follow policies while acting in a kind and thoughtful way
- Be flexible and open to new challenges, ideas, and experiences, and able to be self-reflective
- Be committed to understanding diversity and ensuring inclusive practice is applied in all forms of our work
- Work collaboratively and be a team player, building positive relationships with staff team, internal and external partners.
- Be committed to own self-care and work to promote and facilitate self-care and well-being within the team and wider organisation
- Ensure our values are integrated into all we do:
 - Listen
 - Look for strengths
 - Act as if it's possible
 - Be Brave
 - Be kind /Have fun

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Person Specification

Your covering letter should give clear examples of your experience, knowledge, skills and abilities gained in both paid and/or unpaid (volunteer) work for each of the Person Specification criteria

Experience	<p>Essential</p> <ul style="list-style-type: none"> • Minimum 3 years relevant experience of leadership and managing people and projects in the community sector • Minimum 3 years relevant experience of practical community development • Evaluation, data collection and reporting to funders and Trustees <p>Desirable: Experience of accessing funding,</p>
Knowledge and Understanding	<p>Essential</p> <ul style="list-style-type: none"> • Understanding the importance and complexity of coproduction in a community setting. • Understanding systemic issues behind the individual life stories and current good practice in addressing these. • Good understanding of accessibility and diversity and how this relates to people in a community setting
Skills and Abilities	<p>Essential</p> <ul style="list-style-type: none"> • Excellent operational management skills including managing change. • Excellent staff and team management skills including dealing with difficult situations. • Ability to hold a strategic overview while planning operation • Good IT skills • Excellent written and verbal communication • Proactive problem solving and decision-making skills • Ability to manage a project budget • Able to multi-task and respond positively to changing priorities
Values and ethos	<ul style="list-style-type: none"> • A team player with a commitment to working in a community setting, putting into practice the values and ethos of GL11