

Community Action Coordinator – Community Savers/CLASS

APPLICATION PACK

Salary:	£13,500 actual (pro rata for a £27,000 full-time salary)
Hours:	0.5% Full Time Equivalent (equivalent to 2.5 days per week)
Contract:	Fixed term for 3 years
Location:	You will primarily work in Arbourthorne, Sheffield, for the first 18 months of this role, while supporting residents to build relationships in other areas over time.
Base:	Working from home or in community venues mainly in Arbourthorne, Sheffield (with some travel around the UK).
Deadline:	<u>5pm, Monday 7th September</u>
Interviews:	Interviews will take place on 1st October in Arbourthorne.

This role has been ringfenced for women who identify as being from a ‘working class background’ who are resident within the neighbourhood of Arbourthorne. **This is a requirement for applying for this role.** We believe this is important to the effectiveness of our work in Arbourthorne. This also enables us to work towards our economic justice goals. CLASS is an equal opportunities employer, and we welcome applications from all suitably qualified persons who meet the above ringfencing criteria for this role.

Please pay careful attention to the ‘how to apply’ section below.

About the role

The successful candidate will work through a community-led process to support community groups and community networks affiliated to a movement called [Community Savers](#) achieve their goals for improving their local areas. In the first 18 months, this will primarily involve working with residents, community groups and projects, and faith congregations and leaders within the neighbourhood of Arbourthorne in Sheffield. You will work with local leaders to reach out into other areas of Sheffield to share learning and build relationships, with the potential for more in depth work in other areas subject to future fundraising. The successful candidate will work in partnership with a diversity of residents and community groups to assist them to build strong community associations and develop common visions

and action plans for their local areas. This includes supporting groups to build their memberships (including a range of ages and backgrounds); raise funds; identify priorities for skills development and learning exchange (including through engagement with the Community Savers network in Greater Manchester and Middlesbrough); take forward evidence-based advocacy projects; keep appropriate records of meetings and events; and capture and communicate learning, progress, and impacts.

About you

- You are passionate about social justice and championing community expertise.
- You have a compassionate and non-judgemental approach.
- You are good at building trusting relationships with a diversity of people while also maintaining boundaries and being mindful of your own levels of resilience.
- You can demonstrate a deep understanding of the opportunities and challenges that will need negotiating in order to bring residents and community groups together behind a common agenda and achieve positive changes in Arbourthorne.

About CLASS and Community Savers

Community-Led Action and Savings Support (CLASS) is a charitable support agency led by the priorities of Community Savers: a network of women-led neighbourhood associations based in areas experiencing high levels of inequality. CLASS and Community Savers work in alliance to bring low-income people together through local savings clubs that build financial resilience, but also, relationships, wellbeing, collective voice, and community-led solutions to gaps in services, housing, and social infrastructure.

Our shared **mission** is to bring people together to drive social change and reduce inequalities through practical, community-led solutions.

Our shared **vision** is that inclusive, organised communities have the wellbeing and collective power to shape their own neighbourhoods and cities.

CLASS was established by Community Savers leaders in 2019, together with academics from the University of Manchester and the University of Sheffield, to act as a tailored and co-governed support agency for the Community Savers network. The Community Savers-CLASS alliance is inspired by Shack/Slum Dwellers International, a movement of low-income women based across the Global South (www.sdinet.org).

Groups affiliated with **Community Savers** run community-based savings clubs which act as a glue for bringing people together to talk about issues facing their local community. Over time, groups reach out to other people and projects in their area, building trust and a collective vision. Then, neighbourhood networks and partnerships form around that vision.

CLASS values wellbeing, family life, and work-life balance. We offer attractive terms & conditions relating to flexitime, annual leave, and a NEST Pension scheme with 10% employer contribution.

How to apply

Please email the following documents to recruitment@class-uk.com by 5pm on **Monday 7th September** paying careful attention to the further guidance set out below:

- (i) a Personal Statement of no more than 4 sides of A4 size 12 font.
- (ii) a CV of no more than 2 sides of A4 size 12 font.

Further guidance:

- Your Personal Statement should set out how your experience, skills, knowledge and personal qualities make you a good candidate for this role, structured around the criteria outlined in the Person Specification for this role (on p.6 of this application pack).
- Your CV should include a chronological history of your relevant work experience (paid or voluntary) with dates clearly showing the duration of any positions you have held. It should also include a chronological history of relevant education, training, and qualifications.
- **We are more interested in candidates with relevant experience and skills than formal qualifications.**

What will the working arrangements be?

CLASS is a women-led charity that values family life and wellbeing:

- We have a hybrid working arrangement. Our staff either work from home or in community venues and co-working spaces. We do not have our own offices.
- We operate a flexitime policy between 8am-8pm Monday to Friday (although working hours are expected to be completed within the usual working hours of 9am-5pm wherever possible).
- We have a generous allocation of 28 days annual leave (pro rata for part-time staff) in addition to public holidays, recognising that many working age adults have children with school holidays.
- We operate a NEST Pension scheme with 10% employer contribution.

Links to further information

- Community Savers and CLASS: www.communitysavers.net
- Links to neighbourhood networks we support in Manchester
 - Miles Platting Community & Age-friendly Network www.mpcan.org.uk
 - Wythenshawe Central Network: www.wythenshawecentral.org.uk

ROLE PROFILE

Job Title:	Community Action Coordinator (Sheffield)
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Contract:	Fixed term for three years
Location:	You will primarily work in Arbourthorne for the first 18 months of this role, while supporting residents to build relationships in other areas over time.
Base:	Working from home or in community venues mainly in Arbourthorne (with some travel around the UK).

Reporting to: CLASS CEO

Role summary: You will work in partnership with a diversity of residents and community groups to assist them to build strong community associations and develop common visions and action plans for their local areas. This includes supporting groups to build their memberships (including a range of ages and backgrounds); raise funds; identify priorities for skills development and learning exchange (including through engagement with the Community Savers network); take forward evidence-based advocacy projects; keep appropriate records of meetings and events; and capture and communicate learning, progress, and impacts.

Duties and Responsibilities

Facilitation of community action and advocacy

- Support Community Savers affiliates and neighbourhood networks to coordinate their community action effectively.
- Cultivate trust and mutual respect with groups and leaders.
- Support leaders to coordinate their community action, review progress, and re-strategize as action develops.
- Build positive relationships with key local stakeholders where appropriate/ possible (e.g. VCSE/Faith organisations, statutory/public providers, councillors).
- Work with leaders to analyse and evidence strengths, gaps, and priorities for change with support from the CLASS CEO to develop new partnerships of benefit to local community action.

Small grants fundraising, monitoring and reporting

- Work with Community Savers affiliates and member groups of affiliated neighbourhood networks to support members/leaders to set objectives and plan activities for the benefit of their members and local community.
- Support affiliated groups and networks to apply for small grants to ensure funds are available to work towards their objectives and action plans.
- Build capacity among affiliated groups and networks to monitor and report back on grant funding.

Capacity building and group/local network development

- Listen actively to the issues facing groups and networks and work with them to identify ways to build skills and capacity that can help them to address local issues and challenges.
- Work together with the CLASS staff team to plan for, help coordinate, and maximise participation in skills-based training programmes co-created with the Community Savers leadership.

Communications, learning and evaluation

- Support affiliated groups and networks to capture and communicate learning, progress, and impacts through social media, blog articles, annual reports and informal networking.
- Post regular content on local and Community Savers social media channels.
- Cocreate publicity information about groups, projects, activities, and events building the capacity of groups to create their own over time.
- Support reflection and learning exchange between community leaders in different neighbourhoods of Sheffield and the wider Community Savers network.
- Assist with the CLASS and Community Savers annual impact evaluation process.

Volunteer coordination

- Assist the CLASS Operations Manager to recruit and find placements for CLASS volunteers or university students where affiliated groups and networks have expressed interest in hosting volunteers or student placements.
- Maintain good relationships with volunteers working in these areas and offer support where time and capacity allows.

Safeguarding

- Identify safeguarding situations working in partnership with all appropriate partners to prevent harm to vulnerable adults, and children and young people.
- Ensure a systematic and co-ordinated approach is taken where safeguarding concerns arise to enable prompt outcomes with all relevant parties.

General duties

- Assist with coordination and documentation of Community Savers and CLASS meetings and events together with other staff.
- Proactive management of workload and working hours (supported by monthly line management supervision meetings).
- Adherence to the CLASS code of conduct and all aspects of the CLASS Policy Framework.
- Other duties as required by your line manager/the CLASS CEO.

Person Specification

<i>Essential (E) or Desirable (D) criteria</i>	
Experience	
Experience of working with local people to organise impactful community projects in neighbourhoods where people have experienced long-term and intersecting inequality.	E
Experience of effective project coordination with a diverse mix of people from a range of backgrounds and protected characteristics.	E
Experience of organising, facilitating, and documenting effective meetings and events.	E
Experience of using social media to share learning and celebrate achievements.	E
Experience of applying for, managing, and reporting back on small grant awards.	D
Skills and abilities	
Ability to manage own workload effectively amidst conflicting priorities and time pressure.	E
Good information and communication technology skills (ideally including basic skills with desk top publishing software such as <i>Canva</i>).	E
Good relationship building skills with diverse social groups (e.g. from residents and community groups to voluntary sector workers, political representatives, and city officials).	E
Ability to work occasional evenings and weekends.	E
Conflict mediation skills.	D
Ability to work from home.	D
Knowledge	
A deep understanding of the context for carrying out community work in neighbourhoods where people have experienced long-term and intersecting inequality (including within Arbourthorne itself).	E
Good working knowledge of appropriate safeguarding policy and procedure.	E
Qualities and values	
Passionate about social justice and championing community expertise.	E
A compassionate and non-judgemental approach to working with others.	E
Personal resilience when working amidst community conflict and workload pressure.	E