

Role Profile

Job Title:	Community Action Coordinator (Manchester)
Salary:	£27,000 per annum
Hours:	Full time
Contract:	Fixed term for 3 years
Location:	Manchester
Reporting to:	Community Action Lead (Manchester)

Role summary: You will work in partnership with Community Savers affiliates in North Manchester and Wythenshawe to assist them in achieving their objectives for their members, groups and local areas. This includes supporting groups to build their memberships; raise funds; identify priorities for skills development and learning exchange; keep appropriate records of meetings and events; and capture and communicate learning, progress, and impacts; and engage in learning exchanges.

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 and liaise with the Community Action Lead/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 and websites.
- 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 Manchester, the wider Community Savers network, and beyond.
- 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 allow.

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
Conflict mediation skills.	D
Ability to work occasional evenings and weekends.	E
Ability to work from home.	E
Knowledge	
A good understanding of the context for carrying out community work in neighbourhoods where people have experienced long-term and intersecting inequality.	E
Good working knowledge of appropriate safeguarding policy and procedure.	D
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