

Role Profile

Job Title:	Community Action Lead (Manchester)
Salary:	£21,600 actual (pro rata for a £36,000 full-time salary)
Hours:	0.6% FTE
Contract:	Fixed term
Location:	Manchester
Reporting to:	Chief Executive Officer
Line management:	Community Action Coordinator (Manchester)

Purpose of role: You will work with the Community Savers Leadership and key partners on the strategic development of community action, projects, and partnerships focused on reducing health and intersecting inequalities. This will include networking and building relationships with potential statutory and non-statutory partners; direct support for community action such as community-led research projects and partnerships; community mapping, visioning and action planning; supporting reflection and evaluation; and sharing learning widely.

Duties and Responsibilities

Leadership and associational development

- Build positive working relationships with leaders of affiliated groups and networks generating the trust required for effective collaboration.
- Supervise the coordination support provided to affiliated groups and leaders by the Community Action Coordinator ensuring a community-led process to leadership and associational development.
- Support positive relationship building between leaders within neighbourhoods and across neighbourhoods in Manchester.

Networking communities for a stronger voice and influence

- Support leaders to form new or strengthen existing neighbourhood networks and forums like Miles Platting Community and Age-friendly Network and Wythenshawe Central Network.
- Support leaders to strategize around priority local issues including through community-led research, mapping, visioning and action planning.

- Develop effective relationships with existing and potential network partners including statutory and non-statutory agencies and individuals who can support the network to achieve its aims, including technical professionals such as architects, ecologists, and urban planners.
- Support experienced leaders to mentor leaders in other areas where new networks or forums are becoming established.

Coalition building

- Support leaders to form positive working relations and identify common priorities across neighbourhood borders and coalesce around common agendas for change.
- Work closely with the CEO and systems change leads (e.g. housing justice) to link leaders and associations up with wider coalitions for change and policy influence.

Fundraising, evaluation, learning, and communications

- Ensure the effective monitoring and evaluation of neighbourhood activities, outcomes and impacts, including timely reporting and effective communications about learning, outcomes and impact.
- Work with leaders to cocreate funding bids to support their ambitions and with the CEO and DOO on effective fundraising, relationship management, and reporting.

Development of the Community Savers network

- Work closely with the Community Savers Leadership and CLASS team to support reflection, learning, progress review, and effective documentation and communications across the Community Savers network.
- Lead on networking and building relationships with community groups, networks and statutory and non-statutory agencies across Manchester, creating new opportunities for learning exchanges and new relationships and partnerships.
- Work closely with Community Savers leaders and the Community Action Coordinator to support community groups in new areas to learn about the Community Savers approach and to set up new savings groups.
- Coordinate and support peer mentoring of new savings groups by existing groups.
- Work with the Leadership Team where conflict arises to deescalate tensions and mediate towards mutually agreed resolutions

General duties and line management

- Line management of the Community Action Coordinator (Manchester) including monthly supervision meetings and annual appraisals in line with the CLASS Policy Framework.
- 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 the CLASS Policy Framework.
- Other duties as required by the CEO.

Person Specification

<i>Essential (E) or Desirable (D) criteria</i>	
Experience	
Experience of working with community groups and residents in neighbourhoods where people have experienced long-term and intersecting inequalities to identify and action-plan around priorities for their local area.	E
Experience of translating resident- and community-led ideas and visions into practical projects that deliver improved outcomes.	E
Experience of facilitating action research or community-led data gathering and/or mapping processes.	E
Experience of networking with statutory and non-statutory organisations and agencies to create opportunities for new relationships and partnerships for community groups.	E
Experience of conflict mediation and resolution with community groups and leaders.	D
Experience of writing blogs and/or of using a variety of social media for influencing key audiences as well as sharing impact and learning.	E
Experience of fundraising and preparing reports for charitable trusts and foundations.	D
Skills and abilities	
Ability to explain complex information in simple terms for a non-technical audience.	E
Ability to manage own workload effectively amidst conflicting priorities and time pressure.	E
Excellent information and communication technology skills.	E
Excellent active listening and relationship building skills.	E
Ability to work occasional evenings and weekends.	E
Ability to work from home.	D
Knowledge	
A deep understanding of the context for community work in neighbourhoods experiencing long term disadvantage and intersecting inequalities.	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
Ability to maintain a positive 'can do' attitude while negotiating complex and potentially obstructive political or relational dynamics.	E