



<b>Job title</b>	Head of Community Development
<b>Reports to</b>	CEO
<b>Department</b>	Community Development
<b>Working hours</b>	30.0 h/ week – working pattern to be agreed
<b>Competency level</b>	M3

### **Main purpose of job**

To lead, develop, and maintain the charity’s community development and engagement work, within the Community Development department, this includes the management of our café, catering function and community events

To lead the strategic development of the charity’s work in the community development and user engagement, ensuring its integration with other service areas.

As a Member of the Senior Management Team, contribute to the cross departmental requirements of the charity, as well as the development and delivery of the strategic aims and objectives of the charity.

### **Key Tasks & Responsibilities**

- Be a champion for the Community Development department by translating the charity’s vision into action, including the priorities and needs of the community we serve.
- Develop the Community Development department in-line with the charity’s business plan and budgets.
- Ensure that the Managers and teams within the Community Development department have the skills, knowledge, experience and resources, including relevant training, required to effectively achieve their roles.
- Work with our Fundraiser to develop funding applications, to support the work of the charity.
- Ensure that the departments design and communications are purposeful, impactful, accessible and consistent.
- Support the development of our catering and café and community event offers in ways that support and integrate with our community work.
- Work with, for, and include our community, in ways that support and empower them, using an asset-based community development (ABCD) approach, and a co-production methodology, whenever appropriate and possible.
- Support the development of our work with government bodies and partners (such as the BNSSG ICB (NHS Health and Bristol City Council Social Care and other services)).
- Develop and use appropriate monitoring & evaluation tools and report on the outcomes and impact, as appropriate, as they relate to our charitable objects, and as are required by funders, through the provision of regular key performance indicators (KPIs). Ensuring positive ongoing relationships with funders.

- Ensure that the Community Development departments' funders' requirements are met in terms of reporting, impact measurements, etc.
- Provide updated reports to the appropriate sub-committees and other meetings as required and be an active and engaged participant.
- To be flexible and adaptable to meet the needs of the role and the charity.
- As part of the Senior Management Team, contribute to the strategic development of the charity, the development of the charity's culture and ethos, and act as an ambassador for the charity.

#### **Key Accountabilities:**

- Provide leadership to all within the Community Development department and support the leadership of the charity.
- Manage your direct reports and have overall responsibility for the operation of the functional areas within the department.
- Stay within agreed budgetary constraints for the Community Development department.
- In conjunction with the CEO and the rest of the SMT, support the development of an annual budget for the charity.
- Ensure that there are appropriate policies and procedures in-place to operate the department legally and safely, and that those are being adhered to.
- To actively participate in appropriate meetings.

#### **Skills & Experience**

- two-years' experience in a leadership & management role
- three-years practical experience of working across diverse areas related to community development in a similar sized, or larger, organisation.
- within a similar sized, or larger, organisation.
- Critical thinker.
- Building relationships/ strong networker.
- Clear communicator.
- Developing self and others.
- Leading and managing change.
- Like and respect others.
- Able to actively listen.
- Accepts constructive challenge and able to change thinking when required.
- Manages via teamwork and consensus (as a default).
- Relevant qualifications, or equivalent experiences.