

Active Streatham Co-ordinator

This is an exciting role for an enthusiastic and independent community organiser on the ground in Streatham. The post-holder is tasked with reaching the huge range of community groups in Streatham, helping them engage with regeneration in the area, and gathering information about their activities.

Armed with this intelligence, the post-holder will then need to promote the groups and their activities effectively through both a revived website and direct contact at public events and meetings, and on the streets. Streatham Action requires someone who is comfortable with both on-the-ground community engagement, as well as efficient back office work and reporting.

The hours are a flexible two days per week over the full life of the project, although we expect in the first six months it will be three days per week with other additional days as needed and in line with funding limits. Some evening and weekend working will be required for meetings and events.

This is a contract post at £150 per day through to 31 March 2014, reflecting the delivery timetable for the Mayor's Outer London Fund projects.

To apply, please submit a CV and covering letter which details how your skills and experience meet the points outlined in the knowledge and experience sections of the person specification included in this pack. Please also be aware of the competencies given in how you present your response.

Please send your CV and covering letter by e-mail to management@streathamaction.org.uk

Closing date to submit applications is 17:00 on Friday 21 September 2012. Interviews will take place the following week.

Job Description

Job Title: **Active Streatham Co-ordinator**

Reporting to: The Chair, Streatham Action

Main Purpose

To provide capacity building support enabling people and groups in Streatham, including the hard to reach, to become more involved in decisions relating to their local area as well as actively involved in Outer London Fund project and programme delivery and community engagement.

Principal Accountabilities

1. To take the lead role in delivery of the Active Streatham OLF project, ensure compliance with the terms and conditions of the OLF funding agreement, and contribute to the delivery of the Streatham OLF programme overall .
2. To contribute to the overall delivery of the Outer London Fund programme by supporting partnerships between delivery bodies and assisting in the delivery of elements of the programme around community engagement and involvement
3. To work in partnership with residents, businesses and other delivery partners to develop a tree-planting and fruit harvesting programme for Streatham
4. To build on work recently carried out via an audit of local community and voluntary groups in the Streatham area in order to identify needs and barriers to engagement.
5. To lead on implementation of mechanism for sharing resources amongst community groups based on support needs identified in the mapping process. This could be physical resources such as tools, projectors etc or it could be based on Time Bank principles where volunteers trade their time
6. To provide support to start-up of groups where gaps are identified.
7. To provide a public access searchable database of all community groups in area.
8. To work proactively to create links with other local websites and to ensure that Streatham Action's website is kept up to date at all times and that new content is added on a regular basis
9. To commission and brief website designers
10. To produce and distribute regular, clear and effective communications to local people using fortnightly e-bulletins and other mechanisms
11. To produce and distribute regular, clear and effective written printed communications to local people
12. To ensure quality and clarity of design of the website, web based information and of printed materials
13. To develop and sustain effective partnerships with a range of key stakeholders including residents, businesses, elected members and other delivery partners
14. To plan and deliver a range of engagement events in the local area linked to Outer London Fund milestones in order to promote opportunities for local people, and particularly those from harder to reach groups, to be involved in project delivery across

the full range of Outer London Fund projects and more widely in all relevant aspects of decision making effecting the area

15. To take the lead role in the financial and performance management of the Outer London fund Project and of any other funding streams, including establishing and maintaining financial and performance monitoring and recording systems for the OLF programme, preparing project claims for expenditure, identifying and recommending any corrective action to ensure agreed project delivery is achieved and dealing with any associated queries

Person Specification

Job Title: Active Streatham Co-ordinator

	Key Knowledge	Essential/ Desirable
K1	Knowledge of the local area and context	E
K2	Knowledge of community engagement / working and urban regeneration, including Government policy and in particular of initiatives to boost local high streets, deliver growth and jobs and public realm improvements	D
K3	Knowledge and understanding of key issues relating to sustainability	D
K4	Knowledge of financial and performance management information and monitoring systems, Knowledge and understanding of data protection issues	E

	Relevant Experience	Essential/ Desirable
E1	Significant experience of community development and urban, economic and social regeneration issues in a paid or voluntary capacity	D
E2	Demonstrable partnership working / building skills, including practical experience of working with: local communities; public sector providers; voluntary sector; and / or, local businesses	E
E3	Experience of developing and implementing strategies for social inclusion / reducing deprivation	D
E4	Experience of preparing and presenting high quality advice, briefing information and reports, to a wide range of internal and external stakeholders and public meetings	D
E5	Experience of communicating effectively with a diverse range of stakeholders at all levels	E
E6	Experience of maintaining and updating website content	D
E7	Able to demonstrate a track record of team work and a genuine enthusiasm for improving business processes and delivery	D

	Key Competencies
	Collaborating and Team-working: Demonstrates commitment to colleagues, team objectives and collaborative working opportunities
	Developing Productive Relationships: Builds effective working relationships with a diversity of individuals and groups
	Communicating Orally: Conveys messages effectively, creating a positive impact on the listener(s)
	Analysing and Evaluating: Reflects on information, defines the key issues and reaches logical conclusions
	Being Financially Aware: Fully considers the financial dimension to own activities, monitoring expenditure and ensuring true value for money is delivered
	Making Decisions: Takes decisive and effective action to tackle professional challenges
	Planning and Co-ordinating: Establishes clear targets, defines plans and co-ordinates resources in order to meet them.
	Exercising Political Awareness: Recognises the impact of politics and politicians and works accordingly
	Delivering Positive Change: Generates innovative ideas and seizes opportunities presented by wider change processes
	Delivering Results: Works hard, takes ownership and consistently meets or exceeds targets
	Promoting Diversity: Promotes respect for all people, recognises differing needs and expectations and challenges all oppressive practice

September 2012