

Aston-Mansfield

JOB DESCRIPTION

UNIT: Community Development Unit

MEMBER OF STAFF:

POSITION: Community Development Research Worker

EQUAL OPPORTUNITIES, HEALTH & SAFETY:

It is required that the duties described are undertaken in accordance with Aston's operational policy with particular reference to Equal Opportunities and Health & Safety.

PRIMARY TASK:

To co-ordinate a research project aimed at extending good practice on the use of community buildings across London

AUTHORITY:

The post holder has authority to line manage and supervise any volunteers or other staff appointed under his/her supervision in fulfilment of the strategic plan

ACCOUNTABILITY:

The post holder is directly accountable to the CIU Coordinator who supervises and appraises his/her work on behalf of the Aston-Mansfield General Manager

JOB DESCRIPTION

1. RELATIONSHIPS:

- 1.1 S/he keeps the unit manager informed of all matters relating to her/his operational duties, and advises of the need for new procedures to be considered
- 1.2 S/he attends team meetings and personally presents his/her progress report and is involved in discussions and decisions concerning the whole unit.
- 1.3 S/he participates in and maintains relationships within the Community Involvement Unit staff team.
- 1.4 S/he maintains good working relationships with the managers of the other Aston-Mansfield units and other key staff.
- 1.5 S/he develops and maintains relationships with other individuals and agencies in the public, private and voluntary sectors, assessing the changing needs of the community and how these may affect the work of the unit and the organisation as a whole
- 1.6 S/he develops and maintains relationships with organisations managing community premises who are involved in the research project.
- 1.7 S/he represents Aston-Mansfield at meetings of the ChangeUp Pan-London Premises Subgroup.

JOB DESCRIPTION

2. KEY TASKS:

- 2.1 S/he will work closely with voluntary organisations managing community buildings in London to research good practice in extending the use of their premises.
- 2.2 S/he will identify case studies and developing materials and produce a report to disseminate this research.
- 2.3 S/he will develop twice yearly workshop sessions involving training and a structured visit to a community building that successfully operates as a community anchor.
- 2.4 S/he will facilitate peer-to-peer support using action learning.
- 2.5 S/he undertakes other research activities within her/his competence as the unit manager may reasonably require
- 2.6 S/he also undertakes other duties within her/his competence as the unit manager may reasonably require.

3. OUTCOMES:

- The production of a report that can help voluntary groups managing community buildings to learn from the good practice within the sector in order to extend the use of their premises.
- The participation of 50 community premises staff in training and peer support.
- Good public relations in general and in particular the development of effective partnerships between the unit and other agencies.
- The development of professional competence.
- The fulfilment of the targets set in the delivery plan agreed with the funders of the project.