

Community Activator – Sawley and Sandiacre

Candidate Information Pack

External Application

April 2024

Thank you for your interest in the post of Community Activator – Sawley and Sandiacre.

We hope this recruitment pack will provide you with the information required to enable you to decide whether you wish to apply for the post.

EVA leads and supports the voluntary and community sector in Erewash. We provide numerous services, including, supporting the voluntary sector and building capacity and impact, through funded programmes. We also have a number of funded projects including shopping, volunteering, Social Prescribing, Derbyshire Mental Health Forum. We have a large centre that the charity owns and needs to be managed.

We have 25 members of paid staff and 128 registered volunteers.

This is an exciting opportunity to join the EVA team to develop our Community Networks.

In Erewash we have 5 Community Networks including Sandiacre, Sawley, Kirk Hallam, Petersham and Cotmanhay. This work will build on the developments already established in the Sandiacre and Sawley areas.

30 hours, including some weekend and evening working.

Salary: £15.96 per hour - £24,897.60 Actual - 12 month contract

You will need excellent communication skills, and an aptitude for learning. You must be self-motivated and able to work independently within an agreed framework. You will be self-supporting so must be fully computer literate. You will need to be able to work flexible hours and to travel across the Erewash area as needed. The post will be based at our office in Long Eaton.

The post is initially for a one-year contract (possible extension subject to external funding and review).

If you would like to play a role in the future of EVA and the services we deliver and you meet the requirements of our person specification please complete the application form.

Best Wishes

Stella Scott

Chief Executive Officer

stella@erewashcvs.org.uk

**How To apply:**

* If you are interested in applying for this role please complete the application form that can be found on our website [job vacancies (erewashvoluntaryaction.org.uk)](https://www.erewashvoluntaryaction.org.uk/jobvacancies) and return marked Private and Confidential to Stella Scott CEO.
* When completing the application form, please refer to the requirements of the person specification. Give examples to back up your statements.
* If you have any other queries in relation to the role please email stella@erewashcvs.org.uk

**Timetable and process:**

Closing date for applications 13th May 2024 by 12 noon

We will invite a shortlist of candidates to participate in an interview and assessment process on the 21st May 2024. If successful you will be asked to prepare a 10 minute presentation (Taks given three days in advance)

**Erewash Voluntary Action – CVS**

**Job Description**

**Post:** Community Activator – Sawley and Sandiacre

**Responsible to:** Community Development Worker and Team Leader

**Location:** Erewash

**Salary:**  £24,897.60

**Contract Length:** 1 Year

**Hours:** 30 Hours per week

**Job Purpose:**

To provide consistent and equitable support to the Sawley and Sandiacre Community Wellbeing Networks. Building on the good relationships and partnerships already established contributing to reducing loneliness and social isolation.

**Main Duties:**

* Facilitate the development of Community Wellness Action Plans alongside networks, ensuring local needs and wellness goals are effectively addressed.
* Employ place-based strategies to harness local assets and foster community engagement, developing local leadership and community cohesion.
* Forge and nurture positive relationships with individuals of diverse ages and backgrounds within the community, enhancing inclusivity and cooperation.
* Serve as a catalyst for community action, empowering residents to collaborate towards the common good and fostering more active, resilient communities.
* Continuously map and monitor local activities, maintaining an up-to-date understanding of community initiatives and resources.
* Keep meticulous records of community engagement efforts and perform ongoing evaluations to assess impact and areas for improvement.
* Lead and manage network operations as needed, including chairing meetings, ensuring productive discussions, and producing precise minutes.
* Coordinate the distribution of meeting materials, such as agendas and background documents, in a timely manner.
* Arrange appropriate venues for network meetings, considering accessibility and suitability for community needs.
* Actively promote network meetings to increase participation among local community groups and residents, enhancing collaborative opportunities.
* Offer developmental support to local groups, aiding in their growth and impact within the community.
* Provide essential signposting information to networks, facilitating access to resources and services.
* Encourage community engagement with the EVA bulletin, increasing awareness of local events, opportunities, and news.
* Participate in the Community Activators Peer Support Group, sharing insights and learning from peers.
* Establish connections with other community wellness networks, sharing best practices and exploring collaborative opportunities.
* Collaborate with the Line Manager on managing and distributing network funding, ensuring alignment with community priorities.
* Assist funding recipients in creating comprehensive evaluation reports, highlighting achievements and learning outcomes.
* Identify community needs through network discussions, guiding the focus of network initiatives and support.
* Champion community connectedness, creating opportunities for interaction and support among residents.
* Implement and oversee project monitoring and evaluation, ensuring objectives are met and insights are gained.
* Generate impactful case studies that illustrate the success stories and lessons learned from community initiatives.
* Update the Erewash Health and Wellbeing Partnership on project progress and outcomes, ensuring alignment with broader health objectives.
* Contribute to the EVA newsletter, sharing updates, developments, and opportunities within the community.
* Participate actively in Supervision meetings, offering and receiving feedback for continuous professional development.
* Uphold all organisational policies and procedures, ensuring compliance and promoting a culture of best practice.
* Undertake additional duties as necessary, demonstrating flexibility and commitment to the organisation's mission.

This list is not exhaustive. It illustrates the main duties to be performed the flexibility required in a small team.

# EREWASH VOLUNTARY ACTION

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**PERSON SPECIFICATION**

**JOB TITLE: Community Activator – Sawley and Sandiacre**

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| **Skills & Knowledge**  | **Essential** | **Desirable** |
| Excellent communication skills including presentation skills and ability to communicate in various styles to suit different audiences. | ✓ |  |
| Able to set aims and objectives and develop actions plans to achieve targets. | ✓ |  |
| Excellent organisation skills and able to manage own workload. | ✓ |  |
| Good interpersonal skills with a wide variety of individuals and organisations. | ✓ |  |
| Able to network and build positive relationships with colleagues, volunteers, groups and partner organisations. | ✓ |  |
| Knowledge and understanding of the voluntary and community sector | ✓ |  |
| Knowledge and understanding of loneliness and social isolation and the impact on individuals and communities. | ✓ |  |
| Knowledge of the national policy framework for combatting loneliness and building better connections. |  | ✓ |
| Able to develop, deliver and implement an action plan. | ✓ |  |
| Able to monitor and evaluate, produce case studies and other impact information. | ✓ |  |
| Able to lead and positively contribute to meetings with colleagues and stakeholders. | ✓ |  |
| Knowledge of community development |  | ✓ |
| Able to keep and maintain accurate records | ✓ |  |
| Good computer skills including Microsoft office, social media and use of the internet. | ✓ |  |
| Understanding of the reporting required to funders |  | ✓ |
| Knowledge of the Erewash area  |  | ✓ |

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| **Experience** | **Essential** | **Desirable** |
| A proven track record of working with individuals and groups experiencing loneliness and isolation. | ✓ |  |
| Experience of working with local communities.  | ✓ |  |
| Proven experience of working in partnership, building positive partnerships and developing a partnership approach. | ✓ |  |
| Experience of working in or with the voluntary sector including local groups. | ✓ |  |
| Experience with developing and implementing initiatives that create change for individuals and communities. | ✓ |  |
| Experience of supporting volunteers |  | ✓ |
| Experience of marketing and promoting a project using social media and other communication tools  |  | ✓ |
| Experience with organising and delivering events and activities | ✓ |  |
| Experience of carrying out mapping and compiling community information into various formats | ✓ |  |

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| **Qualifications** | **Essential** | **Desirable** |
| Educated to a good standard of education with equivalent work experience. | ✓ |  |
| Demonstration of personal development and on-going learning. | ✓ |  |
| Full UK driving licence  | ✓ |  |

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| **Aptitude, Values and Behaviour** | **Essential** | **Desirable** |
| Commitment to equal opportunities and understanding of diversity. | ✓ |  |
| Willingness and commitment towards personal development and continuous professional development. | ✓ |  |
| Willingness to work flexibly to meet the needs of the organisation.  | ✓ |  |
| A strong belief in the value of the voluntary and community sector  | ✓ |  |
| Willingness to travel in and around Erewash when required. | ✓ |  |
| Self-motivated and a positive approach to problem solving | ✓ |  |
| Excellent team worker | ✓ |  |

**Guidance notes on completing the Application Form.**

You are advised to read the following notes carefully as the decision to shortlist you for interview will be solely based on the information you provide on the form. This advice is designed to help you complete the application form as effectively as possible.

**General guidance notes**

Please read all notes before completing your application.

All Erewash Voluntary Action job packs contain a job description, person specification and information about our organisation. Read all of this carefully before completing your application.

Decisions about who will be selected for interview will be based only on the information you give in your application form. Therefore, the application form should be filled in as completely and clearly as possible. Pre-prepared Curriculum Vitae (CV) will NOT be accepted with this application.

Copies of references and qualification certificates should not be enclosed with this application.

False or misleading information on this form will disqualify your from appointment, or if appointed will render you liable to dismissal without notice.

**Preparing your application**

Look carefully at the job description and person specification. The person specification sets out the minimum skills, knowledge and experience required by Erewash Voluntary Action to do the job. Your application will be assessed to see if you meet the requirements of the person specification. This document will be used throughout the selection procedure.

Make sure the information in your application relates directly to the job you are applying for. Don’t just copy and paste from other job applications or from your CV.

**Completing your application**

Read the form fully before you complete it.

Please type or word-process your application if possible. If you are not able to do so please complete the form clearly using black ink.

**Personal details:** Complete this information on the form provided and remember to submit it with your application form. This will not be seen by the shortlisting panel.

**References:** If you have been employed, one reference must be your present or previous employer. If not, think of someone who can say something useful or relevant about you. Referees cannot be related to you or live with you. Please ensure that you have obtained the permission of your referees.

**Employment history:** Provide details of present and past employers and posts. Remember volunteering this can be as relevant as paid work experience. You must use the space on the form for your work history. Do not send it separately.

**Education:** The holding of an education qualification will only influence shortlisting where this is specifically stated in the person specification as an essential requirement. Include any training that has not led to any qualification/accreditation as this is good evidence of continuing personal and professional development.

**Skills, Knowledge and Experience:**  this is where you make your case for your ability to do the job. Pay careful attention to the Person Specification as this is what the shortlisting panel will use to access your application. You are unlikely to be shortlisted unless you meet most or all of the essential criteria listed in the person specification. The shortlisting panel will be looking for evidence that illustrates relevant skills, knowledge and experience.

Take each point in the person specification in turn, and describe how you meet each one. What evidence can you provide to demonstrate that you have the necessary skills, knowledge and experience? You need to DEMONSTRATE that you have the skills, knowledge and experience necessary to do the job. It will not be sufficient simply to say that you fulfil certain criteria and unsupported statements will not be accepted. You should describe how you meet the person specification giving examples.

Think about your experience. How can you show that you have the skills, knowledge and experience necessary to do the job? Explaining your past and present jobs or interests to someone else may help you uncover hidden skills that you take for granted.

Remember unpaid work and work at home can be just as relevant as paid work. Consider experience that you have acquired outside work, such as community, voluntary or leisure interests.

Do a rough draft first and proof read it to check for mistakes (e.g. spelling) and accuracy. Have you answered every question? Have you signed and dated the declaration at the end of the form? Always keep a copy of the form for your own reference.

Make sure the form is returned to the correct postal address (with the correct amount of postage paid) or email address by the closing date/time.

Late applications will not be considered.

**If you have any general enquiries about your application please contact the person whose name appears at the front of the application pack.**

**Appendix 1: Organisational Chart for new structure**