



# Birmingham Association of Neighbourhood Forums (BANF)



## Job Description and Person Specification

<b>Job title:</b>	<b>Platform Partnership Development Worker</b>
<b>Salary:</b>	£20,390 pro rata (£10,195 per annum) + 5% pension contribution
<b>Hours of work:</b>	18 hours per week (full time posts are 36 hours per week)
<b>Responsible to:</b>	Digbeth Trust Board of Trustees
<b>Line Manager:</b>	Chief Executive of The Digbeth Trust
<b>Location:</b>	The Digbeth Trust Offices Unit F1, The Arch 48-52 Floodgate Street Digbeth Birmingham B5 5SL

**Fixed Term Contract** to 31<sup>st</sup> July 2012.

The postholder will report to Digbeth Trust's Chief Executive. S/he will also report to the relevant Platform partnership group by providing regular reports.

### A. DEVELOPMENT WORKER - JOB PURPOSE

- Provide development support not only to existing members of BANF but also to emerging neighbourhood forums (target = 1 to 1 support for 12 forums per year);
- Where appropriate, signpost groups to existing capacity building support within the city (e.g. BSTRONG, the development agencies network, BVSC);
- Participate in the Platform development workers network to share good practice and identify common needs across groups within other communities;
- Design and deliver capacity building initiatives for the Platform Partnership where common needs have been identified (e.g. participate in delivering the training provided by other Platform members).

### B. MAIN DUTIES

#### 1. Development Support

- 1.1 To provide advice and support to voluntary and community groups to assist them to:
  - determine their internal organisational and project development needs;
  - develop and implement their project ideas and development plans;
  - engage effectively with their community and other stakeholders.
- 1.2 To develop approaches and provide hands-on technical assistance to voluntary and community groups to help them to improve their services, systems and management structures.
- 1.3 To take the lead on specific capacity building initiatives/projects.

- 1.4 To develop working relationships with other capacity building programmes, where needed, at a local, regional and national level.
- 1.5 To co-ordinate and/or undertake delivery of training and develop capacity building resources in response to identified needs.
- 1.6 To liaise with other Digbeth Trust staff and contractors to ensure the delivery of a coordinated range of support services.
- 1.7 To develop new projects and services to meet emerging needs.

## **2. Monitoring, evaluation and quality assurance**

- 2.1 To ensure that the development support activities continue to comply with the best practice.
- 2.2 To prepare reports on the Platform project to fulfil the requirements of the funder.
- 2.3 To assist with the monitoring and evaluation of the Platform Partnership's development support activities by feeding back results of capacity building work through reports, workshops and presentations.

## **3. Networking and promotion**

- 3.1 To liaise with partners, funders and other stakeholders as appropriate.
- 3.2 To build links with other development support agencies.
- 3.3 To keep up to date on developments relevant to the post and to the work of the Platform Partnership.

## **4. Other duties**

- 4.1 To attend project management and other meetings as required.
- 4.2 To contribute actively to developing and promoting the Platform Partnership and its work.
- 4.3 To contribute to the Platform Partnership's strategic development and planning processes.
- 4.4 To plan, monitor and evaluate own work and regularly review progress with line manager.
- 4.5 To work within the Digbeth Trust's policies and procedures particularly in relation to Equalities and Health & Safety.
- 4.6 To self manage and undertake own administration.
- 4.7 To undertake any other duties commensurate with the post.

## **C. PERSON SPECIFICATION**

### **1. Essential Attributes**

- An understanding of the regeneration and social exclusion issues facing communities;
- An understanding of organisational and project development processes – particularly in relation to community-based groups;
- Experience of working with communities and/or community based groups to develop their own initiatives;
- Knowledge of funding, capacity building and other resources available to the voluntary sector;
- Ability to work sensitively with people from all backgrounds and at all levels;
- Commitment to build-up the confidence of, and skill levels in, Voluntary and Community-based Organisations;
- Ability to network and develop relationships of value to the Platform Partnership;
- Ability to work on own initiative, plan own work schedule and monitor use of project resources and budgets;
- Excellent verbal and written communication and good IT skills;
- Willingness and ability to work within an equal opportunities framework;
- Able to travel around Birmingham;
- Able to carry out evening and weekend work.

### **2. Desirable Attributes**

- Experience of using a recognised development framework (e.g. SKILD);
- An understanding of specialist capacity building.

## **D. TERMS AND CONDITIONS OF APPOINTMENT**

- The successful candidate will be expected to start as soon as possible for a fixed term contract to 31<sup>st</sup> July 2012.
- This post includes evening and weekend working. The grade reflects this working arrangement.
- The Digbeth Trust offers standard terms and conditions of employment, including 5 weeks holiday per year (pro rata for part-time staff), and a contribution (5% of gross salary) to your personal pension scheme.
- Work travel costs are re-imbursed.
- A record of unsocial hours will be kept and reasonable time off in lieu taken. There is no overtime payment with this post.

