|  |  |
| --- | --- |
| **Job Title:** | **Ashley & Easton Network Coordinator** |
| Responsible to: | The Network Project Manager (based at Barton Hill Settlement).  *Internal support will be provided by the Volunteer & Wellbeing Operational Manager (or in lieu of this role, the Director)* |
| Responsible for: | Providing support and guidance to identified resident Networkers and volunteers across the Network Project |
| Place of work: | St Werburghs City Farm |
| Hours of work: | 37.5hrs per week, subject to the successful candidate |
| Annual leave: | 25 days plus statutory holidays pro rata |
| Probationary period: | 6 months |
| Contract Type: | Fixed Term (until 30th June 2021), subject to BCC Impact Funding |
| Pay Scale/Salary: | SCP 7-12 £19,554-£21,589 pro rata subject to experience |
| Pensions: | St Werburghs City Farm offers a workplace pension, starting at 3% contributions |

**Job Purpose:**

The Ashley & Easton Network Coordinator will work as part of a team helping communities to bring about social change and improve the quality of life in the Lawrence Hill, Easton and Ashley wards of Bristol by building inclusive, natural networks and developing sustainable solutions to the challenges faced by people living in these wards. The Network is a partnership made up of Barton Hill Settlement, Somali Resource Centre, St Werburghs City Farm and Wellspring Healthy Living Centre, funded by Bristol City Council’s Impact Fund.

**Main Duties & Responsibilities:**

**ABCD Service Delivery (80%):**

1. With the support of wider Network team, and in close working partnership with other Ashley & Easton Network Coordinator, the post holders will coordinate their work plan and activities to achieve set targets (available at induction).
2. Actively engage communities, using a variety of door-to-door or street-to-street methods, in making sense of issues which affect their lives, setting goals for improvement and responding to problems and needs through empowerment and active participation.
3. Actively identify community assets, issues and needs and assist in the delivery of training packages to build community skills and resources.
4. Recruit and work with identified resident Networkers to devise an individual Activity Plan to achieve personal engagement goals and network with the wider community to achieve wider community goals.
5. Ensure that activities align to the Farm’s Vision, Mission, Aims and Objectives and adhere to the Farm’s volunteer co-ordination policies and practice.
6. Actively encourage participation, challenging inappropriate behaviour, mediating in matters of conflict, developing new resources in dialogue with the community and supporting community-led initiatives.
7. Support the building and maintenance of links and networks within communities, both across cultures, geographical boundaries and perceived and actual differences to find commonalities and meaningful ways of working to develop community led activities.
8. Liaise with interested groups and individuals to help support the set up of community activities and assist in developing sustainable solutions to the challenges people face.
9. Promote the Network Project through a series of Events that engage and recruit participants and celebrate the work of the Network.
10. Work in effective partnership with the other members of The Network Project, in particular working as a team with the Lawrence Hill Network Coordinators to deliver Training and Events.
11. Liaise regularly with Specialist Advice and Support partners Bristol Somali Resource Centre and Wellspring Healthy Living Centre, helping to ensure that all referrals from partners are included in The Network Project.
12. Keep accurate and confidential case notes as well as contributing to the overall effective monitoring of The Network Project by collecting and collating all relevant monitoring information and feedback on the project.

**Farm Outreach and Engagement (20%):**

1. Coordinate and deliver activities for target audiences at open days/events within Ashley & Easton.
2. Seek to improve representation of people from the 9 protected characteristics (prioritising those living in Ashley and Easton) within the Farm’s events, sites and services.
3. Take responsibility for Health and Safety issues relating to project activities as appropriate including the preparation of activity site checks, risk assessments and safe tool use.

**General**

1. Attend and actively participate in monthly supervision sessions with the Network Project Manager, including engaging in the monitoring and review of performance targets and training needs.
2. Work flexibly in terms of responsibilities and working hours as required or directed, carrying out any duties as they arise which are consistent with the general character of the post. This post will require some evening and weekend working.
3. Act as a source of information to visitors on site, promote the aims and objectives of the Farm and present a positive image of the Farm through good public relations, communication with visitors, service users and the local community etc.
4. Comply at all times with the Farm’s policies, i.e. Health and Safety, Equal opportunities, Environmental, Confidentiality, Child and Young person’s protection policy etc
5. Ensure activities adhere to the Industry Code of Practice, Environmental Health recommendations, Defra regulations and other legislation as appropriate to city farms
6. Attend team, and other staff meetings as required, and communicate with staff, volunteers, service users and partners in a positive and effective manner.
7. Attend appropriate in-house and appropriate partner organisation team meetings, training events and staff development days.
8. Any other duties commensurate with the post

**Person Specification**

###### This part of the job description describes the: knowledge, experience, abilities and skills, and qualification and training.

Applicants must demonstrate that they have the essential criteria in order to be shortlisted for interview. Your application must show, in detail, how you meet the following essential criteria. It would also be useful to add, in addition, details of how you meet any desirable criteria that may be listed.

|  |  |
| --- | --- |
| **Essential** | **Desirable** |
| **Experience** | |
| Demonstrative knowledge and understanding of the local area in particular lower super output areas in Ashley and Easton | Demonstrable experience in working with and engaging people suffering with poor mental health |
| Demonstrable experience in engagement, advocacy and networking skills particularly negotiating and facilitating groups of people | Demonstrable knowledge of legislation and regulations in relation to working with volunteers |
| A good understanding of maintaining working relationships | Experience of designing and delivering training courses, engagement through activities and community workshops |
| Demonstrative understanding and commitment to diversity and equalities in all areas of work. | Previous experience of working with or being a volunteer |
| **Skills** | |
| Excellent written and verbal communication, interpersonal and team building skills | A community language in addition to English, for example Polish or Somalian |
| Ability to manage personal deadlines and prioritise a demanding workload | Ability to convey complex information to diverse audiences quickly, clearly and appropriately |
| Ability to work as part of a team with teaching, training or skill-sharing experience | Training in Safeguarding Adults with Care and Support Needs |
| Good planning, administrative and organisational skills, including budgetary control and record keeping | First Aid Qualification |
| Proficient in ICT with proven ability to use Microsoft packages include Word, PowerPoint, Excel and Publisher |  |
| **Attributes** | |
| Strong interpersonal skills; professional, teamwork, active listening skills, personable etc. | An understanding of Bristol’s networks and partnerships |
| Reliable, pro-active and self-motivated and ability to think creatively | Understanding of diversity of local community |
| Passionate about what the Farm does | Knowledge of City Farms |
| Full clean driving licence (or in process of obtaining) |  |

**This post is subject to a satisfactory DBS check**