

**COMMUNITY DEVELOPMENT OFFICER - JOB DESCRIPTION**

**ROLE PURPOSE**

To support the Parish Council’s Corporate Action Plan by developing a programme of works which includes targeted project work with the key objective is to ensure that existing and new residents fully integrate into the wider community, building community cohesion and promoting neighbourhood identity and sense of place.

The Community Development Officer will promote key projects through strategic engagement with key statutory providers, local developers, and local community groups.  The role will identify good practice by ensuring exchange of information at parish and borough level. The role will have budget management responsibilities, with up to £25k being made available per annum to support community projects/initiatives.

**KEY DUTIES & RESPONSIBILITIES**

* Produce and manage Community Programme/project plan through consultation, profiling data and research, analysing outcomes to make sure the right resources and interventions focus on what is most needed within the community.
* Plan and manage community projects including budgetary control, value for money, marketing & promotion as well as overall communication. Projects will largely focus on existing and new Fair Oak communities, with some cross boundary work in Bishopstoke Parish.
* Work jointly with residents, community groups, as well as external partners, to ensure they have opportunities to be involved in decision-making that affects their local community.
* To assist in the set-up of new local community volunteer groups as well as support existing groups to ensure the longevity of community projects.
* Provide regular briefing reports to the Clerk of the Parish, Parish Councillors and Members of the Bishopstoke, Fair Oak and Horton Heath Local Area Committee.
* Assist the Parish Council in the organisation of community events.

**OTHER DUTIES**

* Working closely with the Parish Clerk and Communications Officer, to contribute to residents’ E-bulletin, develop targeted newsletters/leaflets and other promotional material and publications.
* Assist in the promotion of digital inclusion and development of social media methods to improve communication with residents
* Attend community events and meetings of local community organisations, in order to promote and delivery the community programme
* Actively recruit residents to participate and take the lead in local community events and projects.
* The role requires the postholder to attend some evening meetings as required.