Voluntary Action in Mid-Devon

Coggan's Well House (CHAT), Phoenix Lane, Tiverton, EX16 6LU Tel: 01884 210933

Community Builder

Job Description

Salary: £27,714.75 (Pro-rata £11,824.96) plus pension.

Hours: (Part time) 16 hours per week, worked flexibly to include Mondays as mandatory.

Holiday: 5 weeks plus statutory bank holidays.

Contract: 3 years (to end of July 2027)

Location: Tiverton and area: remote working

Responsible to: Project Manager

Purpose of the Post:

Involve is the umbrella support charity supporting and facilitating community action and resilience. This post will use an Asset Based Community Development approach, to work with local communities, groups, and organisations in and around Tiverton to identify and build solutions to unmet services and needs. The postholder will provide support to build capacity and skills, enable networking, collaboration, community engagement, and peer support, and influence positive change towards building stronger, healthier communities. This role is a key part of our exciting new Big Lottery funded 'Communities that Can' project. The project is designed to connect residents, foster local engagement, and support local organisations through real-world interactions. By offering connections through events, groups support, local directories, and volunteer opportunities, we aim to create stronger, more vibrant communities across Mid Devon. We lead neighbourhoods into supportive, interconnected networks where everyone feels at home. You will be one of three community builders based in the main Mid Devon towns of Crediton, Cullompton and Tiverton.

Key Outcomes

- Community activity and provision is mapped
- People are listened to and engaged
- Increased activity is happening within the community and as a result communities are inclusive, cohesive, and more resilient
- People, groups, and organisations are being linked creating a more connected community
- Learning from the co-design process and implementation informs changes in practice, where necessary.
- Personal, team and project objectives are met.

Responsibilities

- To map and maintain awareness of formal and informal community activity and provision; sharing this information within the CVS to maintain currency of intelligence and locally to promote increased participation.
- To identify community assets and resources and makes the information accessible using wide variety of platforms.
- To listen widely to people/young people of all backgrounds within the community to understand more about their lives and how they feel about their community and organise and chair quarterly Community Wellbeing Alliance meetings.
- To support motivated individuals to transform ideas into action for the benefit of themselves and others and utilise in house expertise at appropriate times to progress these ideas.
- To identify and encourage people who are natural connectors and natural leaders within the community
- To advocate for the community or underrepresented aspects of the community
- To develop insight into power dynamics within a community and supports people to understand, manage and challenge these, where necessary.
- Maintain awareness of County and other initiatives and developments that present opportunities for citizens to be more engaged and have influence over what happens in their communities.
- Encourage participation in such initiatives and/or enable for citizens to co-design their own initiatives including the set-up of new community groups and activities.
- Co-operate with (or work to establish) a group of local activists to share ideas, learning and co-design community led- initiatives and encourages links between activists and community organisation networks
- Actively market and promote the project within communities
- Collect evidence of outputs and outcomes, ensuring consistent implementation of the monitoring and evaluation process together with the Project Manager.
- Be aware of and follow policies and procedures, with particular attention to safeguarding, health and safety, and equality and diversity.
- Support fundraising and income generation.
- Undertake any other duties within your capabilities as may be required

Person Specification

	ESSENTIAL	DESIRABLE
SKILL		
Excellent communication and interpersonal skills especially in engaging and listening to people	*	
Ability to treat people as individuals, be empathetic, and appreciate the value of diversity	*	
Ability to manage varying interest and potential conflict with confidence and sensitivity	*	
Ability to work flexibly - both independently and as part of a team	*	
Good IT skills including use of Microsoft software	*	
Can effectively organise, prioritise own work, and meet quality standards	*	
Effectively problem solve, suggest solutions and signpost as appropriate		*

Positively influences others, creating acceptance and support for ideas	*	
Ability to oversee and run meetings within the community	*	
KNOWLEDGE AND EXPERIENCE		
Experience of developing and working with groups.	*	
Understanding of the principles and knowledge of the approaches to community engagement	*	
Experience of working collaboratively.	*	
Understanding and experience of monitoring and evaluation.		*
Understanding of professional boundaries and safeguarding		*
Knowledge of statutory, private, voluntary and community groups.		*
Use of social media platforms	*	
QUALIFICATIONS		
Educated to GCSE level or equivalent	*	
Community Organising or Community Development qualification		*
OTHER		
Access to own vehicle	*	
Satisfactory DBS check	*	
Some flexible working may occasionally be required i.e. weekends /evenings.		*