

JOB DESCRIPTION

Job Title:	Village Spotter
Responsible to:	CRCC and Steering Group of Village Works
Salary:	£22,300 per annum pro rata (actual £14,335.71)
Hours:	22.5 hours per week
Location:	Bude & Camelford area
Contract:	Fixed Term Contract till 31 December 2021

CRCC's Mission:

'To enable Cornwall's communities to be vibrant, sustainable and resilient'

Job Purpose:

The Village Spotter is a community development role designed to create resilient villages that support their residents most at risk of isolation and exclusion. You will work to increase local assets that support individuals to progress closer to the workplace.

This role is about communicating effectively with a wide range of people to find existing and develop services and activities in the local area that support individuals in a wide variety of ways. You will need to build and maintain relationships as well as negotiate with Town and Parish Councils, public and third Sector organisations, village halls, volunteers and residents.

You will work alongside communities, groups, other partners, local businesses and services to ensure the best outcome for the participant of the programme.

The Spotter will be a constant point of contact for the communities where the programme is running. You will need to understand where and when to bring in other services whilst continuing to provide support and encouragement. You will need to help communities understand and identify for themselves how they can support their residents leaving action plans in place and ensuring sustainability.

You will build capacity in the community to identify new and exciting opportunities for all

You will work closely with the Village Coach as participants move from isolation into community activities. You will report to the Steering Group of Village Works.

Main duties and responsibilities

- Working with communities to identify their assets, needs opportunities, rights and responsibilities
- Supporting communities to develop their assets that support and engage people who are most excluded and isolated
- Support communities to develop activities and services to generate aspiration and confidence
- Developing and delivering new resources in dialogue with the community and evaluating existing programmes
- Liaising with Village Coaches where gaps in provision are identified
- Ensuring that contacts are maintained and details kept up to date to ensure appropriate signposting for clients to increase access to services

- Ensuring that monitoring and evaluation data is collected as required
- Ensuring all client paperwork is kept up to date in a timely fashion ensuring that confidentiality is assured, the Data Protection Act adhered to and integrity of the Inclusion Cornwall Hub is maintained.

This job description outlines your main tasks and responsibilities but you may be asked to undertake further duties when necessary

Signed:

Dated:

PERSON SPECIFICATION
Village Spotter

Attributes	Minimum Criteria	Method of Assessment	Desirable Criteria	Method of Assessment
Experience	Minimum of 3 years' experience of community development working in a community or neighbourhood setting	Application Form & Interview		
Education, training and qualifications	Good standard of education Evidence of vocational training/qualification	Application Form & Interview	Degree/HND or equivalent, relevant to post Qualification in Community Development	Application Form & Interview
Relationships	Able to develop effective working relationships with people and adults in a variety of settings Excellent communication, interpersonal and team-building skills Good listening skills	Application Form & Interview		
Equalities and Diversity	Commitment to reducing inequality and tackling prejudice and discrimination Experience of working face to face with vulnerable and disadvantaged people in a range of settings	Application Form & Interview		
Skills & Knowledge	Advocacy and networking skills Research and report-writing skills and the ability to interpret or present data Knowledge and understanding of community and social issues	Application Form & Interview	Grant application experience	Application Form & Interview

	<p>Non-judgemental and positive attitude</p> <p>Creative thinking and problem-solving ability</p> <p>Political, social and negotiating skills</p> <p>Understanding of how public sector bodies work</p> <p>Compassion and the ability to empathise with people's life experiences</p> <p>Experience of project reporting and evaluation</p> <p>Promotion and presentation experience</p> <p>Understanding of safeguarding and child protection legislation, policy and practice and experience of supporting and advising staff on safeguarding issues and concerns</p> <p>High personal integrity and motivation</p> <p>Commitment to continuous personal development</p>			
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