

**CONFEDERATION OF COMMUNITY GROUPS
(NEWRY & DISTRICT)**

J O B D E S C R I P T I O N

JOB TITLE: Community Development Manager

RESPONSIBLE TO: The Chief Executive Officer

POSTS CURRENTLY RESPONSIBLE TO POSITION :

Older Peoples Programme Joint Coordinators (2)
Neighbourhood Renewal Community Support Workers (2)

KEY WORKING RELATIONSHIPS WITHIN CCG:

To be responsible to the Chief Executive Officer and to deputise in his/ her absence. To attend meetings of the Board of Management and its sub-committees (as required).

STATUS OF POST:

Full-time permanent & pensionable post, broadly in line with NJC Principal Officer scales PO3 – PO4 (£39267 - £45173). Entrants are typically expected to join at the bottom of a scale however this is negotiable dependent on the level of experience of the candidate.

SUMMARY OF MAIN RESPONSIBILITIES:

- Overall responsibility for Community Development within the CCG at a strategic level.
- Formulation and implementation of CCG policy in relation to Community Development Projects.
- To enhance sustainability and development of local community infrastructure to ensure the continued growth of community development by:
 - Representing the needs of the community.
 - Advocacy, lobbying and consultation.
 - Networking and providing an interface between local communities, key statutory agencies and other organisations.
 - Promoting and facilitating training and capacity building programmes (including weak infrastructure work).
 - Interpreting and Disseminating Information

SPECIFIC DUTIES:

1. MANAGEMENT AND DEVELOPMENT OF CCG's COMMUNITY DEVELOPMENT PROGRAMMES

To lead, manage and coordinate CCG Community programmes ensuring they meet objectives. Including:

- Community Support Workers in local areas
- Older Peoples Programme
- Other Community Development (CD) Projects within CCG
- To prepare quarterly/annual Monitoring and financial reports to Funders and share outcomes with stakeholders.
- To produce plans, reports and publications for and on behalf of CCG as required and use data to secure funding.
- To identify & source funding for the sustainability of projects and to assist in the identification of new initiatives.
- To Manage budgets, staffing, and materials for effective programme execution
- To ensure programmes and services are monitored and evaluated adequately and to make necessary adjustments based on feedback and results.

2. REPRESENTING THE NEEDS OF THE COMMUNITY

- To liaise with and report to CCG management committee (as required) which is representative of the community & voluntary sector locally
- To ensure that local community groups are supported to undertake research as appropriate.
- To liaise with key stakeholders, interested parties and individuals to consider new services and to play a key role in supporting communities within Newry, Mourne & Down
- To ensure that the CCG gains an understanding of the needs of local communities and communicates these at various levels as appropriate
- To liaise with appropriate agencies to effectively progress the community agenda

3. NETWORKING AND COMMUNITY INFRASTRUCTURE

To network and provide an interface between local communities, key statutory agencies and other organisations in order to create a sustainable community infrastructure that will include;

- The provision of community facilities as appropriate to local needs
- A range of relevant networks and partnerships that can effectively meet the needs of local communities
- A wide range of community and voluntary organisations which are properly constituted and have appropriate organisational structures, policies and procedure including:-
 - Planning cycles including both strategic and operational
 - Funding strategies to meet their future needs
 - Policies and procedures in relation to Insurance, Financial Controls, Child Protection, Health and Safety, Volunteering etc.

4. STRATEGIC PLANNING AND DEVELOPMENT

To identify community skills, assets, issues and assist groups by providing support with:

- Assessing Community Needs: Conduct surveys, focus groups, and research to understand community priorities and challenges.
- Developing Community Programmes: Designing initiatives that address social, economic, or environmental issues within the community.
- Setting Goals and KPIs: Establish measurable objectives for community growth and engagement.
- Creating a Strategic Plan: Outline a roadmap to achieve community goals, incorporating stakeholder input.
- Engaging Stakeholders: Build relationships with local leaders, businesses, and organizations to align on community goals.
- Facilitate Community Events: Organize workshops, forums, or events to foster interaction and collaboration.
- Promote Volunteerism: Overseeing recruitment, training and coordination of volunteers for community projects.
- Foster Partnerships: Collaborate with government agencies, NGOs, and private organizations for resource-sharing and support.

5. ADVOCACY CONSULTATION AND LOBBYING

- To facilitate engagement that is participative and empowering of local groups that ensures the achievement of agreed collective community outcomes
- To engage in multi agency partnership work to raise the profile of community development issues
- Raise Awareness and develop campaigns to inform the community about programmes and resources.
- Act as liaison with elected Government to advance the community agenda
- Serve as the primary point of contact between the organization and the community.
- Advocate for the Community by representing community interests to policymakers, donors, and other external stakeholders.
- Formally co-ordinate relevant consultation documents and relay corresponding information to local communities to reach and affect Government policy
- Respond to consultations on behalf of CCG as requested by the CEO.

6. INTERPRETATING AND DISSEMINATING INFORMATION

Provide information and support to Community & Voluntary groups (primarily in the Newry, Mourne & Down area) on matters to include:

- Funding Advice & Information
- Legal & Financial support & Information
- Strategic & Programme Planning
- Mentoring & Support
- Organise seminars and consultations on issues of community interest as required

- To maintain a comprehensive information resource to assist local organisations in action planning and group development.
- Evaluate Program Effectiveness: Use surveys and metrics to assess the success of initiatives.

7. PROMOTING AND FACILITATING TRAINING AND CAPACITY BUILDING PROGRAMMES

To promote a more coordinated approach to the provision of services in local areas to ensure that the skills and effectiveness of local community groups are developed

Capacity Building - Provide Training: Offer workshops or training to community members to enhance skills and knowledge.

Empower Local Leaders: Mentor individuals to take leadership roles within the community

Conflict Resolution and Problem Solving: Resolve Conflicts: Address disputes or issues within the community or between stakeholders. Identify and Solve Problems by responding to emerging community challenges and propose actionable solutions.

8. OTHER DUTIES

- To ensure membership needs are met by maintaining regular contact with CCG stakeholders, members and partners.
- Represent C.C.G. on a range of Partnerships relevant to the work of the C.C.G.
- Attend regional meetings and conferences as directed and report to CEO on matters of strategic and operational interest
- Undertake such other reasonable duties as CCG may from time to time consider appropriate.