



## ROLE OF BLC COMMUNITY ORGANISER

Reporting to: Capacity Building Manager

### ROLE OVERVIEW

To support the development of the Big Local Community Project in Conniburrow, (BLC) by engaging local residents, building a volunteer network, ensuring efficient use of the Community facilities.

### KEY RESPONSIBILITIES

Community Engagement and consultation

1. Reach out to the community of Conniburrow to identify and proactively develop relationships and partnerships, with the aim of them becoming more involved in events, volunteering and use of the Hub
2. Gather insight from different community groups to develop events, campaigns, facilities or projects which are of relevance.
3. Use intelligence gathering to inform BLC partnership committee in delivering Big Local Plan
4. Work with the partnership to organise and deliver events, campaigns and projects
5. Networking, developing, and sustaining positive relationships with a range of people from different backgrounds and age ranges - including residents, community leaders, local groups, services and organisations, project partners and local authorities
6. Build engagement with BLC partnership and encourage new volunteers to the partnership
7. To recruit and manage new volunteers to support BLC projects and events.
8. Using your initiative alongside the partnership to support new ideas to develop into projects

Community Facilities

1. Oversee the management of the Community Hub and Community Fridge
2. Working with support officer to maximize the use of the existing community facilities.
3. Opening and closing the Hub supervising any maintenance requirements.
4. To be responsible for the safe and legal running of the Community Fridge
5. Research and develop funding opportunities to ensure sustainability of the partnership

6. Demonstrate ability to identify and build new sources of income/resource to support campaigns, projects and events.

#### ESSENTIAL SKILLS

1. Excellent organisational and team coordination skills
2. Excellent written and verbal communication skills with the ability to speak to members of the public
3. Excellent listening skills
4. Confident and effective in building relationships with different stakeholders, and maintaining a strong network of contacts
5. An understanding of the value of volunteers in delivering the BLC vision.
6. Empathy with volunteers and understanding of their needs.
7. Good knowledge of Health and Safety, Safeguarding and Food Hygiene
8. Ability to organise oneself, and volunteers, in order to meet delivery deadlines
9. Experience of balancing time between multiple projects and responsibilities, including responding to volunteers, attending various meetings, and completing administrative tasks
10. A willingness to work evenings and weekends as required

#### DESIRABLE SKILLS

1. Knowledge of the Voluntary and Community Sector
2. Previous experience working in a multidiscipline role.
3. Experience of community engagement in public facing roles
4. Excellent planning and organisational skills with the ability to effectively time manage multiple projects

# **JOB ADVERT**

**Role: Community Organiser**

**Hours: up to 20 hours Temporary contract potential up to March 2022**

**Rate: circa £30,000 - £35,000 pro rata depending on experience**

**Working pattern: working week with the need for some flexible working**

**Area: Conniburrow Milton Keynes**

**Main responsibilities**

- **Community engagement and consultation**
- **Volunteer recruitment and management**
- **Management of Community Hub**

**CVs to be sent to [info@mkcommunityfoundation.co.uk](mailto:info@mkcommunityfoundation.co.uk)**

**Closing date 26<sup>th</sup> September with interviews taking place w/c 4<sup>th</sup> October.**



