



Job Description: *Community Projects Coordinator*

Responsible to:	Chief Officer/Deputy Chief Officer
Salary	£21,079.50 per annum (£12,647.70 pro rata)
Hours	22.5 per week

Purpose of the Job:

- To work towards the reduction of health inequality in Park Wood and the wider Maidstone community.
- To ensure that Fusion Maidstone addresses the needs of local people by providing information and engaging the community through a range of activities and volunteering opportunities.
- To ensure that community members' views are always sought and included in the development of the services of Fusion Maidstone.
- To support "seldom heard" people in developing self- sustaining groups which increase participation and inclusion.

Main duties and responsibilities:

1. Positive engagement with community members to assess what needs, assets and skills are within the area in relation to health and wellbeing.
2. Raise awareness and understanding of issues which have been identified in regards to poor health and wellbeing within the community.
3. Support local people to make changes themselves.
4. Support and develop opportunities for local people with partner organisations and groups.
5. Alongside community members, develop self-supporting community groups.
6. Support local people to work together to advocate on behalf of the community and identify leadership and training opportunities.
7. Bring community groups together to support partnership working and a shared community vision.
8. Work towards a long term strategy in reducing health inequalities within Park Wood in partnership with community members.
9. Plan, attend and coordinate meetings and events.
10. Responsible for recruitment to healthy living projects such as Friends, Food and Fitness.
11. Carry out general administration duties including reporting and evaluation of the project.
12. Be prepared to work evenings and weekends as required.



Person Specification: Community Projects Coordinator

The following outlines the criteria for this post. Applicants who have a disability and who meet the minimum criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria:

	Essential	Desirable
QUALIFICATIONS <i>(if essential)</i>	GCSE's or equivalent	Qualification in Community Work
EXPERIENCE	Experience of community engagement/ development work Experience of working with seldom heard groups. Experience of monitoring and reporting outcomes Experience working with volunteers and within a voluntary organization	Experience of advocating on behalf of communities. Experience of developing projects which are community led
SKILLS AND ABILITIES	Able to prioritise workload and to work to deadlines. Able to work using own initiative and manage own time. Good organisational skills. Good report writing skills. Excellent communication skills (written and verbal) The ability to travel across a wide geographical area in a timely and flexible manner at various times of the day is essential	
KNOWLEDGE	Good understanding of Community Development Good understanding of the Charity Sector	Good understanding of local and national context in relation to Health and Wellbeing and Communities.
BEHAVIOURS	Able to work with and be sensitive to the needs of the local population Commitment Flexibility Good team worker Strong interpersonal skills Dedication Creativity and innovation A commitment to social justice and inclusion. A commitment to equality and diversity.	