

JOB DESCRIPTION	Community Development Support Officer
Responsible to	Stroud Town Council via the Community Development Officer as Line Manager
Based at	Thanet House, 58 London Road, Stroud Glos. GL5 2AD
Hours	Full time (37 hours) Mon – Thurs 9am – 5pm, Friday 9am – 4.30pm Will require some evening and weekend work for which time off in lieu will be given
Salary	LC2 SP17 – SP21: £28,770 – £30,825 pro rata (2023/24 Pay Award Pending)
Type of contact	Permanent

Purpose of job

The Community Development Support Officer will support the work of the Community Development Officer in enabling people in Stroud to bring about social change, improve the quality of life in their local area and shape their own futures.

The role will support the Council's goal of bringing people together and acting as a link between our community and a range of public and voluntary sector providers. The priorities are:

- addressing inequality, particularly in communities perceived to be culturally, economically or geographically disadvantaged
- stimulating community projects which address social isolation and loneliness
- addressing community safety concerns relating to antisocial behaviour; alcohol and drug misuse; and homelessness
- promoting healthy lifestyles, for example: active travel (walking and cycling to work and school); community gardening; play, sport and exercise.
- raising aspirations for young people, empowering them to create positive change in their local area

This role requires the post holder to work some evenings and/or weekends in accordance with the needs of the Council, for which time off in lieu may be taken.

Key Responsibilities of the Post

Engaging with people in Stroud to sense of the issues which affect their wellbeing, and empowering them to become active participants in the community.

Using recognised community development techniques to:

- identify community skills and assets
- ensure that local people have their say, particularly hard to reach groups
- support the building of networks and promotion of partnership working with community groups and statutory agencies
- plan, attend and coordinate meetings and events

- help to raise public awareness on issues relevant to the community

Support the development of new community initiatives and promote the sustainability of existing groups and projects by:

- promoting volunteering
- encouraging participation in activities
- signposting funding and training opportunities
- liaising with interested groups and individuals to set up new services

Administration

- general administrative duties
- creation and distribution of promotional materials (flyers, leaflets)

General

- Any other duties the Council may consider appropriate to the post.
- The Community Development Officer will be required to undergo an enhanced DBS check in accordance with the Council's Safeguarding policy.
- Attending training courses associated with the work and role as required by the Council.
- The Town Council may wish from time to time to amend this job description.