

## **KINGSWOOD COMMUNITY SHOP PROJECT CO-ORDINATOR**

**Salary** £30,000 pro-rata for a 21hour (0.6 FTE) week (£18,000)

**Contract** Fixed Terms 18 months subject to continuation funding.

The Kingswood Community Shop was established more than 8 years ago and has evolved into a thriving project that offers a range of activities, services and provision on this isolated estate in Southwark. This role requires an individual who is passionate about bringing people together. You will be working from the Kingswood Community Shop, helping local people to:

- Identify their assets, needs, opportunities, rights and responsibilities
- Plan what they want to achieve and take appropriate action
- Develop activities and services that are sustainable

### **Responsibilities**

- Identifying community skills, assets, issues and needs
- Ensuring local people have their say and helping to raise awareness of the issues that are important to them
- Developing new services with the community, ensuring best use is made of all available resources by working collaboratively.
- Building links with other groups and agencies including developing formal and informal partnership agreements
- Developing Strategic partnerships to secure the services and provision needed on the estate
- Preparing reports and policies and evaluating existing programmes.
- Recruiting and training voluntary staff
- Planning, attending and coordinating meetings and events
- Raising and managing funds, and overseeing a limited budget
- Ensuring there are robust and effective monitoring systems in place
- Completing returns to external funders that meet with their requirements
- Encouraging participation in activities
- Challenging inappropriate behaviour and attitudes
- Managerial and administrative duties.

## **Skills**

You will need:

- Advocacy and networking skills
- Excellent communication, interpersonal and team building skills
- Good listening skills
- Research and report-writing skills and the ability to interpret or present data
- Knowledge and understanding of community and social issues
- A non-judgemental and positive attitude
- Creative thinking and problem-solving ability
- Very good negotiating skills
- Compassion and the ability to empathise with people's life experiences
- Proven fundraising skills to identify and pursue sources of funding.
- The ability to work on your own initiative and develop new projects and themes

## **Qualifications and Experience**

A relevant degree is desirable but not essential.

A minimum of 2 years' experience working in a similar capacity is essential, as is the ability to work autonomously on your own initiative

You will be required to undergo a Disclosure and Barring Service (DBS) check.

**Working hours:** 21 per week, flexible working may be negotiable. Occasional evenings/weekends required. Core hours Tuesday, Wednesday, Thursday 11-4.30

