

JOB DESCRIPTION

JOB TITLE:	Community Investment Coordinator
GRADE:	7A
REPORTING TO:	Community Investment Performance Team Leader
RESPONSIBLE FOR:	N/A

ROLE SUMMARY

The Community Investment Coordinator will contribute to the delivery of a first-class service that supports communities and organisations to achieve meaningful and tangible outcomes.

The Community Investment Coordinator will be responsible for the delivery of an open call small, large and community grant programme within your designated area. You will develop effective links and use technology and local knowledge to ensure that these communities are able to thrive and achieve.

The Community Investment Coordinator will be responsible for the management of Community Investment activity within a designated area using tools and data to highlight and understand local need and priorities.

The Community Investment Coordinator will become a key player in managing effective relationships with local stakeholders, key community contacts and supporting organisations to deliver effective activity at a local level.

MAIN DUTIES & RESPONSIBILITIES

Specific objectives and deliverables will be agreed as part of your annual performance and development review (PDR) process, the points below are a summary of your main duties and responsibilities.

- Implement and deliver actions outlined in the Community Investment Strategy at a local level ensuring delivery meets identified local needs.
- Ensure that resources are allocated effectively in local communities through our open call grant making process working with local partners and stakeholders.
- Using our open call grant making process develop and deliver a successful small and large grant making process within the identified area, in support of the priorities outlined in the Community Investment Strategy and ensure that these are delivered in a timely and effective way.

believe housing

- Ensure spend is effectively and clearly monitored to achieve results and demonstrate effective value for money and social impact, whilst following procurement and financial regulations
- Using mapping tools, community insight and other relevant information from across the organisation you will understand and analyse needs and priorities within your area becoming the go-to expert
- Contribute to the Community Investment Performance management framework demonstrating tangible, relevant successes in local communities
- Work proactively with team members to ensure the service not only supports customers to achieve but also becomes recognised as an innovative and creative service that leads change across and outside the sector
- Regularly look outside of the sector to learn from others and promote our learnings and experiences.
- Attend appropriate meetings to represent the Community Investment Performance Lead, in line with the responsibilities of the role.
- Manage health and safety issues in your area of responsibility in line with the relevant section(s) of the relevant Health and Safety Policy.
- Comply with believe housing confidentiality and information security policies at all times.
- Your duties may vary from time to time within the broad remit of your role and grade. You are required to undertake any such reasonable and appropriate duties.

PERSON SPECIFICATION

	Essential	Desirable	Method of Assessment
Qualifications	NVQ Level 4 qualification Or two years relevant experience	Community Development Qualification	<ul style="list-style-type: none"> ▪ Application Form ▪ Selection Process • Pre-employment checks
Experience	<p>Experience of coordinating and delivering Community Investment activities including open call grant making processes</p> <p>Experience of working with local communities to fund and support the delivery of projects</p> <p>Experience of project management including target monitoring</p> <p>Experience of thinking on your feet and effective autonomous decision-making</p>		<ul style="list-style-type: none"> ▪ Application Form ▪ Selection Process
Skills/ knowledge	<p>Excellent communication skills with an ability to establish and maintain a high degree of confidentiality, respect, trust and credibility</p> <p>Ability to work effectively on own or as part of a team</p> <p>Ability to confidently self-direct activity and work autonomously</p> <p>Understanding and appreciating the need for budget management</p> <p>Effective skills to be able to work with people both within and outside of the organization</p>	<p>Knowledge and understanding of the Community Investment agenda</p> <p>Knowledge and understanding of social housing</p>	<ul style="list-style-type: none"> ▪ Application Form ▪ Selection Process

	<p>Ability to prioritise and manage tasks and time effectively</p> <p>Hard working with strong attention to detail and well organised</p> <p>Not afraid to start again and try new techniques or practices</p> <p>Ability to disrupt normal practices and constantly look to improve service delivery</p> <p>Desire to learn and improve service delivery in partnership with all users and stakeholders</p>		
--	--	--	--