

Job Title	Project Development Officer — Community Safety
Reference No	PD Community Safety
Responsible to	Chair initially or other posts as identified
Responsible for	Volunteers
Conditions of Service	The post holder will be expected to adopt a flexible approach to their working hours with some unsociable hours, which will include evenings and weekends. BDCVS operates a Time off in Lieu system in place 28 days annual leave per annum plus public holidays (pro rata) Fixed term contract up to end March 2019 (may be extended subject to funding)
Hours and Salary	21 hours per week £25,153 pro-rata (inclusive of Outer London Weighting)
Location	Barking & Dagenham Council for Voluntary Service, Ripple Centre, 121 – 125 Ripple Road, Barking IG11 7FN
Main working contacts	Chief Executive, Staff Team, Board Chair and Board Members, Stakeholder and Partner agencies
Closing Date	30th April 2018
Interview Date(s)	w/b 7th May 2018

Barking & Dagenham Council for Voluntary Service (B&DCVS) Board of Trustees are looking for a confident and strategically minded Project Development Officer to work on community safety matters and support the local not-for-profit sector. The officer will report directly to the Chair in the interim, although this may be subject to change as the organisation grows.

Priorities will be to work pro-actively the community, not-for-profit and faith sector, council and police and interested stakeholders to support the strategic development of community safety services in line with local priorities.

The postholder will also be expected to innovate and support partnership working and support the development of community safety projects to increase income and resources into the borough.

Purpose of the Post

The Project Development Officer for Community Safety is a varied role, incorporating face to face hands on work, representation, administration and organisation. An important aspect of the job is to develop other organisations and community safety services, exploit the facilities available and identify new opportunities by means of effective development activity including funding applications. The postholder will work to support organisations to work within sustainable frameworks and support innovation and learning.

The postholder will also represent the not-for-profit sector on local, regional and national strategic bodies, and partnerships related to community safety matters.

The successful candidate will possess excellent knowledge of community and organisational development, community safety issues, data analysis, management and interpersonal skills, be a good planner, bid writer, partnership enabler and an excellent communicator

JOB DESCRIPTION

1. Stakeholder Training & Development

- 1.1. Plan, promote and deliver an accessible and high quality skills-based practical training programme for not for profit organisations working in community safety.
- 1.2. Source, develop and co-deliver information and briefing sessions on various aspects of the community safety agenda i.e. domestic violence, serious youth violence, PREVENT, VAWG, rehabilitation of offenders, safeguarding, and restorative justice
- 1.3. Arrange regular programmes of training, modular courses, briefings, surgeries, workshops, conferences and market-place events, that cover all aspects of organisational management, fundraising, governance and community development for not-for profit community organisations
- 1.4. Offer a range of networking and development opportunities to support members to increase partnership working, provide opportunities to share best practice and develop their knowledge base
- 1.5. Offer training for partners and stakeholders to successfully support communities in having their voice heard, particularly around influencing strategic policy development and service delivery shaping around community safety matters
- 1.6. Ensure that the events programmes and shared services are well promoted, fully attended and that administration and logistical arrangements are efficient and effective
- 1.7. Undertake the timely evaluation of training delivered, and follow-up with participants to ensure relevance and quality are maintained

2. Stakeholder Organisational Development

- 2.1 To undertake periodic needs-analysis of the community, not for profit and faith agencies to develop a programme of work to meet those needs
- 2.2 To support community and not-for-profit agencies to develop into effective and sustainable organisations
- 2.3 To equip both new and established voluntary and community organisations with the skills to effectively develop and implement robust organisational management structures
- 2.4 To provide one-to-one sessions to support organisations to improve their fundraising and income generation potential

- 2.5 To use impact measurement tools to assess the 'distance travelled' as a result of the support provided by the CVS
- 2.6 To ensure that advice and information resources (including web-pages and paper resources) are up to date, accurate and relevant

3. Other Development

- 3.1 Provide high-quality, appropriate and timely development support in order to strengthen the effectiveness and efficiency of organisations and community initiatives by responding to enquiries and proactively reaching out to not-for-profit organisations
- 3.2 Undertake needs-analysis, devising appropriate action plans and follow-up on their implementation with organisations
- 3.3 Represent the not-for profit sector at partnership meetings at the local, regional and national level.
- 3.4 Deliver one-to-one consultations and advice sessions with a focus on management structures, governance, funding, financial management and sustainability
- 3.5 Facilitate planning sessions with organisations, to support the development of appropriate strategies, business and project plans
- 3.6 Encourage collaborative working, brokering partnerships and joint initiatives and supporting the process of partnership formation
- 3.7 Promote enterprise and income opportunities, advising on relevant organisational structures
- 3.8 Arrange specialist advice, such as legal, where appropriate
- 3.9 Maintain full and accurate records of all interventions to enable appropriate follow-up and reviews
- 3.10 Ensure that the CVS has a strategic overview and understanding of not-for profit organisations needs, and the political, economic and legislative framework in which they operate.
- 3.11 Identify the development needs of local not-for-profit organisations, and develop and fundraise for new services to meet those needs where appropriate.
- 3.12 Write or help to write funding bids where appropriate e.g. Where BDCVS is the lead bidder or where the bid is strategically important to the wider Voluntary and Community Sector

4. Project Development

- 4.1 Undertake critical analysis of grant funding applications for member organisations at final stage in order to support partnership bids and improved knowledge and understanding of criteria and funding guidance
- 4.2 Work pro-actively with partners and stakeholders to support communities in having their voice heard, particularly around influencing strategic policy development and service delivery shaping

- 4.5 Attendance at community events, meetings and festivals in order to ensure organisations have the opportunity to network, showcase services and support take up of services
- 4.6 Broker partnership working, and the sharing of resources between not-for-profit agencies
- 4.7 Support the arrangement of referrals and data sharing between agencies

- 5. Additional Responsibilities**
- 5.1 Contribute to B&DCVS wider policy work and networking
- 5.2 Work co-operatively with other members of BDCVS team to deliver agreed objectives include active participation in BDCVS meeting.
- 5.3 Attend relevant meetings and provide regular briefings and work reports to the Chair and be administratively self-servicing
- 5.4 Attend training as necessary in order to meet changing needs, new technology developments and service requirements
- 5.5 Positively represent and promote the BDCVS as an organisation to external agencies
- 5.6 Ensure that the BDCVS Equal Opportunities, health and safety, financial and other policies and procedures are followed through in practice
- 5.7 Undertake any other tasks that are appropriate to the post and which reflect the needs of the organisation.

PERSON SPECIFICATION

The following are the minimum essential criteria, which will be used to assess your application form. Please ensure that you cover the criteria in your answers, including all your experience both paid and unpaid.

Experience	
2 years direct experience or a comprehensive understanding of community safety matters	E
2 years direct experience of organisational and/or community development work	E
Good proficiency in MS office IT programmes such as word, excel, outlook, etc	E
Experience of supporting community, not-for-profit and faith organisations to improve their organisational management and structures	E
Income generation skills including trading and contracting	D
Experience of drafting successful partnership funding applications and agreements	D
Experience of organising and facilitating training and development opportunities	E
Direct experience of a range of monitoring and evaluation tools and strategies	E
Experience of researching, collating, analysing and disseminating information to range of audiences	D
Experience of providing intensive organisational management support to a range of organisations	D
Ability to develop strong and sustainable relationships with not-for-profit organisations within a performance management context	E
Clear understanding and ability to analyse multiple strategic priorities (both internally and externally) in order to disseminate these to a range of audiences	E
Direct experience of critical bid and grant funding analyses to partner organisations to support more effective and successful funding applications.	E
Experience of working in a team	E
Experience of initiating, planning and developing areas of work	E
Experience of engagement with the not-for-profit sector, paid or unpaid	E
Skills and Abilities	
Proven project management, planning and organisational skills	E
Previous experience in project development and income maximisation	D
Excellent time management skills	E
Ability to remain calm and focused under pressure and deal with competing priorities	E
Proven analytical and problem-solving skills	E
Effective relationship building and networking skills	E
To lead, motivate and support other members of staff and volunteers	E
Ability to work collaboratively with other organisations to raise income and to deliver partnership projects	E
Ability to maintain a professional working relationship with staff, clients, volunteers and partner organisations	E

The ability to communicate assertively, but sensitively with a wide range of people both written and verbal	E
To be committed to learning and developing new skills	D
Good interpersonal skills to include good listening and communication skills	E
Knowledge and Understanding	
An understanding of the personal and social needs of people living in a disadvantaged and multicultural borough	E
An understanding of the skills required to manage a busy and growing charity/business	E
Other requirements	
A strong commitment to community-based services	E
To be honest, reliable and flexible	E
Ability and willingness to work flexibly including some evenings and weekends	E
Works well with colleagues in a team, being adaptable, recognizing the need for change	E
Interested in and knowledge of issues relating to discrimination, equality and diversity	D
Ability to identify own training needs and ways of addressing them through supervision	D