

Candidate brief for the position of:

Local Community Action Officer

March 2019

Active Communities

c/o The Active Wellbeing Society, Studio 309, The Custard Factory, Gibb Street,
Birmingham, B9 4AA

Charitable Community Benefit
Society Registered Number: 7595



The six questions

Do you live in Erdington, Gravelly Hill, Kingstanding, Perry Common or Stockland Green and have a diverse range of community connections?

Are you able to organise and motivate people to get involved who wouldn't normally feel confident to?

Do you want to improve the lives of people living in your community?

Could you support inactive people to try sports, social and civic activities to bring communities together and address the barriers that prevent more people getting involved?

Have you got creative ideas to empower communities and knit together all that is good in these areas for the benefit of all?

Are you passionate, positive and persuasive?



Local Community Action Officer

This post has been created in order to deliver the ambitions of Sport England's Active Communities Programme.

Birmingham and Solihull are one of 12 Local Delivery Pilots across England that are looking at innovative ways to reduce the levels of inactivity in our most disadvantaged communities.

The postholder will be employed by The Active Wellbeing Society (TAWs) which is an independent community benefit society which works with some of the poorest communities in Birmingham & Solihull to improve people's health and wellbeing through physical activity.

Role description

Job Title:	Local Community Action Officer
Responsible to:	Active Communities Operations Managers
Salary:	£22,000- £25,000
Hours:	36.5 hours per week, flexible for the right candidate (s) & secondment opportunities Flexible working will be required, to include evenings & weekends



Main Outcomes

- Research, engage and bring together the programmes target audience
- Organise and deliver community engagement consultation events
- Identify community needs and opportunities by recruiting people to the 'Crowd'
- Support and empower communities to deliver interventions that address issues affecting them
- Recruit a network of community action leaders that will help shape the programme
- Bring together local community groups and organisations to facilitate collaboration
- Work with local and internal service providers to plan a programme of sports, social and civic activities, delivering these in co-production with the community
- Act as the social glue to break down barriers between diverse communities bringing them together and gained trust to bring about behavioural change in participation
- Digital engagement: Use social marketing and crowd online tools to promote the local programme and increase active participation, focusing particularly on those in the most deprived communities
- Removing the barriers: Carry out ongoing collaboration to develop the universal element of the offer that enables some of our hardest to reach communities to be active



Main Outcomes (continued)

- Partnership: develop and support partnerships with other relevant agencies to ensure that a wide range of community venues, parks, open spaces and other suitable sites are linked into relevant provider
- Staff management: Effectively manage sessional delivery and volunteer staff associated with this post to ensure a good quality experience for the citizen. Support volunteers by following the workforce development pathway
- Monitor and evaluation: To carry out effective performance monitoring of all activity and ensure robust data capture on all delivery, working with the data and insight analyst
- Active citizenship: Delivery and implementation of a broad range of programmes in outdoor spaces designed to promote active citizenship, reduce social isolation, and contribute to health outcomes
- Health and social isolation: Deliver sessions that ensure that the programme delivery is aligned with specified health outcomes as well as focused on reducing social isolation. Ensure that programmes are fun, social and support people to make connections in their local environment
- Teamwork: To work within the team and the wider organisation to support the values of the organisation and to ensure that citizens are central to the work that is being delivered.



Compliance

- **Data:** Ensure compliance with systems and processes to allow data capture of activity and key demographics making sure providers and groups capture data to inform programme level reporting and performance management
- **Quality:** work to ensure that there is delivery of a programme of physical, social and civic activity that is of the highest standards and that meets the needs of the most deprived citizens
- **Analysis:** Produce written reports and performance statistics on the various elements contributed to the post, as and when required by the Operations Managers
- **Health and safety:** ensure that all health and safety requirements are understood by volunteers and participants and complied with on a consistent basis. Lead the implementation of a risk management culture within the sessions to ensure that innovation and delivery is balanced with citizen safety
- **Learning and development:** Undertake relevant training for staff to delivery on health and wellbeing
- **Lead from the future:** understand where the market is headed and support the emergence of new innovations within the project and the wider sector.



Knowledge, skills and abilities

- Experience in community engagement and able to engage with inactive people
- Experience of working with public/leading volunteers and organising activities
- Experience of working with families and/or young people/diverse communities
- Effective organisational and administrative skills using both manual and digital systems
- Demonstrate confidence, energy and ability to enthuse and motivate people to take part and lead
- Positive communication and networking skills
- Ability to manage own workload and work without direct supervision
- Ability to respond to public's needs in a professional and friendly manner
- Ability to prepare and present interpretive material/information
- Commitment to personal and employee development and a positive attitude to continuing personal learning and training
- Experience of working with hard to reach communities in a work or voluntary capacity



Knowledge, skills and abilities (continued)

- Demonstrate an understanding and awareness of equal opportunities and how to promote with sensitivity and empathy. Must have a flexible • approach to work.
- Track record of working autonomously and collaboratively in a dynamic, fast paced and challenging environment
- Ability to plan, prioritise, achieve targets and deliver to deadlines
- Evidence of having a creative approach
- Has a good understanding of the political and social landscape of the local area you will be working in
- Experience in dealing with a wide range of stakeholders from varying sectors
- Strong internal and external customer service delivery
- A genuine passion for the wellbeing of others and a drive to improve the lives of individuals and communities
- An understanding of what a Community Benefit Society is
- Be able to travel around the work area and into the city centre



How to apply

Apply by submitting a video (no longer than 3 minutes) that answers the six questions mentioned earlier.

Video links should be emailed to jobs@theaws.org before **9am on the 29th April** along with your full name, address, email and phone number and how you heard about the job.

We recommend using free file sharing tools such as WeTransfer/ dropbox/ youtube

As the file may be too large to email directly

If you need help please use guidance notes from our website at www.theaws.co.uk/jobs.

If you are having problems filming, submitting, or for anything else, give us a call for a chat about how we can help 0121 728 7030.

Assessment days and Interviews will be held on 16th May. If you are called for interview you must be able to attend these days. Local people will play a key role in the process to make sure we get the right person for the job.

Please send to jobs@theaws.org

Please email ActiveCommunities@theaws.org for any queries or phone 0121 728 7030

Closing date: Monday 29th April 9am

Phone Number: 0121 728 7030

Email Address: info@theaws.org

Website: www.theaws.co.uk

