

## Job Description

<b>Job Title</b>	<b>Community Engagement and Partnership Coordinator</b>
<b>Job Purpose</b>	<p>To engage and communicate with community and voluntary organisations in Gedling.</p> <p>To work with community leaders and groups to design and deliver a plan for support needs for the voluntary sector in Gedling.</p> <p>To build relationships, as well as connect people with tools, networks and knowledge about local support.</p> <p>To develop a partnership to drive and implement the support needs of the voluntary sector in Gedling.</p>
<b>Major tasks</b>	<ul style="list-style-type: none"> <li>• Organising and delivering events such as workshops and roundtable discussions with stakeholders.</li> <li>• Developing high quality and accessible resources tailored to the needs of Gedling voluntary groups.</li> <li>• Engaging and establishing relationships with key stakeholders including policy makers, public sector colleagues and community groups working within Gedling.</li> <li>• Building a network of well informed and engaged community groups and providing tools for them to engage with their members.</li> <li>• Collaborating with external partners to develop joint initiatives, programmes, and projects that benefit the community.</li> <li>• Providing updates on work and progress of projects which can be used on the NCVS website and social media channels.</li> <li>• Monitoring project progress, budgets, and timelines, making adjustments as necessary to achieve desired outcomes.</li> <li>• Writing update reports for funders.</li> </ul>

<b>General requirements</b>	<ul style="list-style-type: none"> <li>• To manage own workload effectively.</li> <li>• Able to use Microsoft Office to a high standard.</li> <li>• Comfortable with working remotely and using virtual meeting and collaboration tools such as Zoom and Microsoft Teams.</li> <li>• Contribute to the development of NCVS as an effective organisation working in the interests of the voluntary sector.</li> <li>• Work within standards of good practice working with and involving volunteers.</li> <li>• Attend appropriate NCVS meetings, including staff and volunteer meetings, team meetings and others as appropriate.</li> <li>• To receive supervision and appraisal and be committed to own development.</li> <li>• To be committed to and work within NCVS policies and procedures, including its Ethical Values Statement, Equality, Diversity, Harassment and Health and Safety policies.</li> <li>• Undertake any other tasks as deemed appropriate by NCVS management.</li> </ul>
<b>Employed by</b>	Nottingham Community and Voluntary Service (NCVS)
<b>Responsible and accountable to</b>	Health & Wellbeing Programme Manager
<b>Contract details</b>	Full time, 35 hours per week. Fixed Term for one year with possible extension – subject to funding
<b>Terms and conditions</b>	<ul style="list-style-type: none"> <li>• Flexible working hours, using a TOIL system</li> <li>• Paid sick leave, dependent on length of service</li> <li>• 5% pension contribution, dependent on employee's own contribution</li> <li>• NCVS has a Staff Handbook, which outlines the terms and conditions applicable to this post.</li> </ul>
<b>Salary</b>	£26,945 to £29,945 per annum
<b>Work location</b>	As a Community Engagement and Partnership Coordinator, your job will primarily be home-based and within community locations across Gedling.