

Job Profile

Post title: Community Organiser

Responsible to: Community Action Manager

Department: Community Action

Salary: £27,000

Hours: Full Time (35 hours per week)



Background

High Trees Community Development Trust is a community anchor charity based in Tulse Hill in Lambeth. We deliver a range of services focussed in 4 key areas – Community Action, Children, Young People and Family Services, Community Education and Training and Employment and Careers. All our work is focused on improving the social and economic welfare of the local community.

Our Community Organiser will sit within our Community Action team with responsibility for embedding Community Organising across the organisation; building trusting relationships and powerful networks locally which enable residents, groups, associations, and businesses in the area develop their collective power to act together for the common good, using the core tools and techniques of Community Organising.

Reporting to the Community Action Manager, our Community Organiser will be responsible for developing a local network of people that can learn from and support one another. You will train leaders capable of acting together for the common good. You will also support the Community Action manager to conduct internal quality assurance evaluations of our internal community action services and work collaboratively across the organisation to implement necessary changes.

Within your team, you will also hold responsibility for communications related to Community Action – ensuring copy is regularly provided for team specific and organisational wide promotional material to allow High Trees to promote its services across the borough and beyond. You will support the team to achieve wider Service deliverables and may include targeted outreach and marketing for other contracted or funded services. A strong understanding of how your team sits within the wider work of the organisation and building strong relationships internally, as well as using your excellent communication skills to work within the wider community, is essential to the role.

Key Accountabilities

- Deliver on a range of Community Action Projects including grant funded, contracted and commissions services. These include activities such as delivering community organising workshops, facilitating community meetings, supporting local campaigns and supporting collaborative and multi-agency approaches to supporting community action
- Support recruitment into projects and services including direct targeted outreach to client groups and building partnerships with organisations who can refer individuals into the service
- Build the power of people in Tulse Hill to make change on the issues they care about through door knocking and grassroots engagement
- Engage local people to bring about change, shifting from activity focused engagement to issue based
- Develop best practice for engaging local people based around the principle of not doing for people what they can do for themselves
- Work with our partners to pilot ways of enhancing community organising across the locality
- Provide leadership and organising training for new and existing local residents and member groups
- Assist local leaders with actions and campaigns and to develop their skills and capacity as effective institutions
- Ensure effective project monitoring and returns are produced to meet internal and external standards and deadlines, including use of a central recording system for the Community Action Service, with regular data uploads

- Work to actively promote the Community Action service, and any associated activities, as per the organisational guidelines, working to produce publicity materials, written reports for regular newsletters and to keep the website updated.
- With support from the Service Manager, manage and support Community Action volunteers, to ensure the delivery of high-quality services.
- Undertake any other duties commensurate with the role that may be necessary to meet business needs as directed by your service manager.

Person Specification

The person specification is an idea of skills, knowledge and experience required to carry out the job. The person specification will be used in the short listing and interview process for this post. You should demonstrate on your application form how you can meet the requirements listed.

Requirements	
Education and Experience	
A minimum of 2 years' experience of working to co-ordinate or deliver projects, activities or services within a professional setting	E
A minimum of 1 years' experience of practicing Community Organising, Community action, or Community Development	E
Experience of delivering successful training sessions or workshops	E
Experience of motivating, inspiring & leading others	E
Experience of being involved with community campaigns	E
Experience of building relationships with a broad range of people	E
GCSE English or equivalent	E
Further education: A- levels/ BTEC level 3 or equivalent	E
Higher education: BA/BSc or equivalent	D
Level 3 Qualification in Education and Training	D
Working on housing issues. Either campaigning, organising or researching	D
Knowledge, Skills and Ability	
Ability to organise and prioritise multiple deadlines and manage routine administrative tasks	E
Strong interpersonal skills at all levels with an ability to negotiate effectively across organisational boundaries	E
An understanding of and commitment to Equal Opportunities, Data Protection and H&S	E
Excellent IT skills, with a high level of proficiency in packages such as Microsoft Word, Excel and Outlook.	E
Good social media awareness including use of website upload, online blogs twitter, Facebook, Instagram.	D
Personal Qualities	
Flexible and adaptable to new situations and able to motivate and inspire others.	E
Able to cope under pressure and accept responsibility to meet goals	E
Self-aware, able to exercise and demonstrate sound judgement in decision making and knowing when to seek advice and involve others	E
Willing and available to work outside usual office hours, including evenings and weekends	E
Self-motivated with a passion for social justice	E

How to apply

Please send your CV and a covering letter no more than 2 sides of A4, along with the applicant monitoring form and the additional information form to graham.weston@high-trees.org with 'Community Organiser' in the subject line.

All applications must be received by **5pm on Monday the 16th of September**, Interviews held the following week. To start as soon as possible (within constraints of current notice period)