

JOB DESCRIPTION

TITLE: **Community Led Engagement Outcomes
Community Coordinator (2 posts)**

SALARY: £24,000 FTE 0.4 per week

CONTRACT PERIOD: To 01.06.2028 SUBJECT TO CONTINUED FUNDING

HOURS OF WORK 37.5 per week (pro rata 15 hours)

REPORTS TO **CLEO INFRASTRUCTURE AND PROJECT LEAD**

ROLE SUMMARY: This is an exciting opportunity to join a dynamic and vibrant charity which supports the community. The CLEO project is being funded by the National Lottery Reaching Communities Fund for 3 years. We are looking for 2 Community Coordinators to promote CLEO into new areas, identify individuals who are interested and engaging them as Community Champions to form their own Resident Action Group. These roles are the workers on the ground speaking directly with communities, helping them establish their priorities and helping to form Community Champion Networks. They will be the key CLEO contact within the 6 wards moving seamlessly from one ward to another continuing to support the Community Champions to become an independent Resident Action Group. They will report directly to the Infrastructure and Project Lead.

PLACE OF WORK: The principal place of work will be Ashfield Voluntary Action

KEY DUTIES AND RESPONSIBILITIES INCLUDE:

1. Identify, establish and maintain new Resident Action Groups
2. To identify key community representatives
3. With the key community representatives, gather a broad understanding of what their community would like to do
4. To engage with the wider community around CLEO and what a Resident Action Group can achieve
5. To promote CLEO

6. To work effectively with the CLEO team
7. To attend Community Champion Network events
8. To travel between wards as required
9. To attend supervisions and appraisals
10. To adhere to all AVA's policies and procedures, including health and safety, HR, GDPR and EDI
11. To undertake a DBS check and required training
12. To be willing to attend events and meetings outside of normal working hours as necessary

GENERAL TASKS

Health & Safety

- To take reasonable care for the health and safety of him/herself and other persons who may be affected by his/her activities and where appropriate safeguarding the health and safety of all persons under his/her control and guidance in accordance with the provisions of Health and Safety legislation.

Equal Opportunities

At Ashfield Voluntary Action, we are dedicated to fostering an inclusive environment where individuals of all backgrounds, identities, and abilities feel valued, respected, and empowered to contribute their best work.

In **addition**, the Post holder will be required to:

- Preserve confidentiality and be aware AVA's compliance with GDPR
- To assist the organisation to achieve its goals, all staff are expected to work co-operatively, contributing to the performance of other appropriate functions.
- To undertake training and development as agreed with line manager.
- To carry out any other reasonable duties within the overall function commensurate with the grading and level of the responsibilities of the post.

Community Coordinator Person Specification	Essential	Desirable
Experience of:		
Creating positive relationships quickly	✓	
Working in unfamiliar locations as the first person in an area	✓	
Engaging a broad spectrum of people and listening	✓	
Prioritising work and travel effectively	✓	
Working to a timeline and adapt where needed	✓	
Working with communities where trust needs to be formed quickly	✓	
Knowledge		
How to engage with a wide variety of audiences	✓	
How to listen and summarise priorities	✓	
How to effectively market a project to individuals	✓	
How to enable others	✓	
Skills		
Working to deadlines	✓	
Ability to summarise a lot of different information	✓	
Community engagement	✓	
Bring people with you on a journey	✓	
Team work	✓	
Planning new things		
Qualities		
Positive	✓	
Flexible	✓	
Detail focussed	✓	
Encouraging	✓	
Analytical	✓	
Other		
Ability to travel daily across and within the 6 CLEO wards in Kirkby, Sutton and Huthwaite	✓	

Application is by way of CV tailored to the person specification and a supporting statement. If AI is used to produce these documents, it must be clearly stated. Failure to do so may lead to a review of any appointment.

This post is subject to DBS check

Closing Date: 27th June 2025

Return to: u.key@ashfieldvoluntaryaction.org.uk with 'CLEO Recruitment CC' in the subject line.

For any queries please contact:

**Ashfield Voluntary Action, Ashfield Health and Well-Being Centre, Portland Street.
Kirkby in Ashfield, Notts. NG17 7AE Tel: 01623 555551**