**Leicestershire Cares**

**Job Description**

**Job Title: Power to Change: Community and Business Development Officer**

**Job Purpose:** To organise and deliver team, social and festive challenges and provide administration support to ensure the smooth running of our community development work .

**Reports to:** Head of Community Development

**Weekly hours:** 28 hours per week to be worked flexibly in agreement with manager.

**Contract type:** Permanent

**Contact:** Neetu@leicestershirecares.co.uk

**Background and brief description of project**

Leicestershire Cares is an award winning, creative and results-orientated charity that works across Leicester, Leicestershire and Rutland. We work with local businesses, community, schools and local government to ensure that no one is left behind and all children and young people are supported to reach their potential.

**Our vision**

An inclusive and safe Leicester, Leicestershire and Rutland where nobody is left behind, and all children and young people are supported to reach their full potential.

**Our mission**

We broker partnerships and create opportunities across Leicester, Leicestershire and Rutland that enable the business sector to understand community needs, contribute to the growth of inclusive, safe communities and to support and inspire children and young people in their transition to the workplace.

**Our values**

**We believe in partnership**

We broker partnerships between business, local government, schools and community groups so they can share skills and knowledge to deliver lasting positive change for disadvantaged groups and individuals.

**We believe in the power of employee volunteering**

We believe that employee volunteering enables volunteers, community groups and individuals to develop skills and understanding and is a highly effective way of strengthening communities and increasing employee engagement.

**We focus on impact**

We focus on impact and ensuring the work we carry out delivers meaningful and lasting positive change.

**We are inspiring**

We inspire people and organisations to identify their aspirations and to reach their full potential by thinking creatively and testing innovative approaches.

**We are inclusive**

We seek to learn from the rich cultural diversity of Leicester, Leicestershire and Rutland and to build cohesion across community groups and to remove barriers to people’s participation.

**We are committed to learning and development**

We continually review the community need and are agile enough to adapt and improve the services we offer to work in a mutually beneficial way with relevant agencies.

**About the role**

**Our Community Development work**

***“When a flower does not bloom you fix its environment, not the flower”***

Our CD team plays an active role in developing opportunities for business to support local community groups. Traditionally much of our work was based around team challenges and Christmas activities and collection. Over the last few years, we have developed our “Power to Change” approach and a lot more emphasis has been put on partnering with a diverse range of community groups and supporting young people. <https://www.leicestershirecares.co.uk/about-charity/our-approach/power-to-change/> in a joined up, creative and agile way.

This has led to us winning three years funding from the TNLCF to develop and deliver our “Power to Change” model. The outcomes for this work are:

*• Support disadvantaged young people individually and collectively to develop key soft and hard skills, networks and connections that will enable them to live happy, rewarding and fulfilling lives*

*• Business community develop their understanding of the issues faced by these YP and how they can support them*

*• Community groups are supported by staff, young people and business volunteers to develop their capacity so they are better able to understand and support young people.*

*• Young people develop the skills, knowledge and confidence to share awareness of their situation and ideas for improving services and support with both local and national decision makers.*

In addition to the TNLCF, funding we have funding for an energy efficiency worker who works in partnership with community partners through Reaching People.

The CD team currently consist of the HoP who will manage, two Development officer and a 0.8 Community and Business Development Officer. The team will be expected to work closely with our Children and Young People team and to utilise the skills, knowledge and resources of our business, community and public sector partners. The CYP team tend to work with young people across the city and county who come under the following headings, Care experience, NEET and young offenders. This initiative will have a stronger focus on neighbourhood youth work.

The postholder will need to be highly organised, able to work creatively and adapt to changing circumstances and demands and be a “completer finisher”. They will also need to be an effective communicator who is confident communicating face to face or virtually with a wide range of community and business partners.

**Main Responsibilities**

You will take the lead in developing and overseeing the delivery of our team, social and festive challenges and providing administration back up to the CD team.

**Community development (CD) work**

Pro-actively seek to build and maintain relationships with Leicestershire Cares’ community partners and wider community to identify how business partners and volunteers can best support them.

Pro-actively build relationships with business member companies and business volunteers to engage them in our community development projects.

Establish a list of opportunities and projects that will include team challenges, that business partners can participate in.

Be main link between community groups and business partners, who oversees the setting up of team challenges and other support activities.

Publicise the work of CD team using a range of social media including our website, Twitter and Linked in.

Attend activities and team Challenges to take pictures and ensure all is going well.

Identify individual volunteers and companies who have performed to a high standard and deserve a Leicestershire Cares award.

Work with the other team members to identify and seek opportunities to further develop the work of the project.

Ensure all relevant health and safety, equal opportunities, data protection and safeguarding issues are understood and acted on across the work of the projects.

**Administration and finance**

Ensure all internal and external administration requirements are understood and implemented across the project.

Provide administrative support to the head of Community Development, as and when required.

Keep systems updated to ensure accurate monitoring of numbers of group supported and numbers of volunteers involved.

**Planning, monitoring, evaluation, reporting.**

Develop a relevant workplan with key performance indicators and update on a monthly basis. We currently input data onto to our Lamplight data base on a monthly basis.

Attend team meetings and monthly supervision to discuss progress against work plans. This will involve analysing what is working, what is not and what action needs to be taken. You will also

disaggregate data on participants and outcomes so we are better able to understand who is benefiting from our work and actions we might need to take to increase diversity and inclusion.

Ensure you understand and implement donor/TNLCF reporting and record keeping requirements in line with internal and TNLCF reporting requirements and all milestones and deadlines are met. Currently data is uploaded on to our lamplight data base and analysed and acted against at the end of each month. Quarterly and annual reports are prepared at the end of the financial year and or donor year.

As and when required provide “hard” and “soft” updates and case studies for CEO, board, current and potential donors.

Contribute to production of Power to Change annual and “special” report

**Communications**

Provide regular updates for our website and twitter /social media accounts.

As and when required produce or commission production of user friendly briefings and updates on our work.

As and when required produce or commission production of PR materials such as folders and posters.

Support team to organise and deliver seminars, webinars and conferences.

Promote the support of the TNLCF for the project and as and when required participate in TNLCF promotional events.

**General**

Work constructively as part of the Leicestershire Cares team, participating in team meetings, sharing relevant learning and collaborating on joint tasks as and when required.

Play an active role with other key staff in planning and delivering Leicestershire Cares Week, two annual champions meetings and our annual awards ceremony.

Understand and implement all relevant Leicestershire Cares admin, finance, HR, logistics, equal opportunities, health and safety, data protection and safeguarding policies.

As and when required take on additional duties and/or cover for colleagues as directed by line manager, Head of CYP or CEO.

**Person Specification**

**Essential**

Ability to work and develop relationships with business sector so they are willing to support our community work.

Ability to build relationships with a diverse range of community groups across the city and county and willingness to develop your understanding of the of the issues faced by disadvantaged groups so we know best how to support them.

Proven experience of providing administrative support to a busy and adaptable team.

Strong proven commitment to promoting diversity and inclusion in your work .

Ability to organise and plan own work with minimal supervision, being able to “juggle” competing demands, set work plans, meet deadlines, produce timely reports and monitor and evaluate impact.

**A “can do” creative, agile and flexible, problem solving attitude and willingness as and when required to work occasional evening or weekend.**

Confident networker who enjoys meeting people and building relationships in a diverse range of formal and informal settings.

Strong commitment to ongoing reflection and learning.

A team player, who is willing to reflect, learn, share and if required challenge.

Full driving licence and use of car. Mileage is paid at current rate of 45p per mile.

Confident IT user at ease with Microsoft packages (Word, PowerPoint and Excel) and competent with video meeting software such as Zoom and Teams.

**Desirable**

A relevant professional qualification.

Experience of working with and supporting volunteers.

Experience of working with business sector.

**The links below will give you an idea of the scope of work we develop and deliver.**

[**https://www.leicestershirecares.co.uk/about-charity/news-events-/**](https://www.leicestershirecares.co.uk/about-charity/news-events-/)

[**https://www.leicestershirecares.co.uk/volunteering-opportunities/volunteer-community/**](https://www.leicestershirecares.co.uk/volunteering-opportunities/volunteer-community/)