



Nottingham & Nottinghamshire **REFUGEE FORUM**

Nottingham and Nottinghamshire Refugee Forum Community Development Coordinator

JOB DESCRIPTION

Post:	Community Development Coordinator
Hours:	37 hours per week - evenings and weekends may be required
Duration:	Permanent (subject to funding)
Location:	Sycamore Centre, 33a Hungerhill Rd, Nottingham, NG3 4NB and at different sites in the community across Nottingham and Nottinghamshire
Salary:	£29,933.61
Responsible to:	Volunteering & Engagement Manager

JOB SUMMARY:

To support individuals to develop their skills, confidence and influence, enabling them to establish and sustain groups, shape activities and services, and contribute to decision-making within Nottingham Refugee Forum and the wider community. The Community Development Coordinator will use community development principles to build capacity, strengthen partnerships and promote meaningful participation and community-led change through a network of refugee-led organisations.

SERVICE DELIVERY

COMMUNITY NETWORK DEVELOPMENT

- Set up and support a network of refugee-led organisations
- Organise network meetings to ensure good communication and collaborate on joint work and training
- Devise and execute a learning development plan in conjunction with relevant staff and partners.
- Identify, organise and facilitate training to increase practical skills on information, advice and guidance
- Support with governance, finance and fundraising

CLIENT PARTICIPATION AND SOCIAL ACTIVITIES

- Develop, promote and facilitate community engagement activities and events, using a community development model to empower individuals and strengthen community participation
- Coordinate a Lived Experience Advisory Group (LEAG) to provide feedback on service development at Nottingham Refugee Forum and promote client engagement at all levels of the organisation
- Ensure volunteers and LEAG members receive relevant support and training

MONITORING AND EVALUATION

- Design and implement an effective monitoring & evaluation system for the project
- Support refugee-led organisations to develop their own monitoring & evaluation systems
- Collate data and write reports to demonstrate impact and influence practice

ORGANISATIONAL RESPONSIBILITIES

- To be a Nottingham Refugee Forum ambassador by upholding and demonstrating the organisational values and behaviours at every opportunity, through verbal, written and face to face communication
- Work collaboratively with other staff and departments to help prepare and set up events e.g. Refugee Week, Conferences and AGMs
- Comply with Nottingham Refugee Forum's safeguarding standards and procedures
- Provide support to other Nottingham Refugee Forum projects (General Advice, Specialist Advice team) if needed
- Participate in own supervision and appraisal process and attend staff and team meetings
- Any other duties which may reasonably be regarded as within the nature of the duties and responsibilities of the post, subject to the proviso that any changes of a permanent nature will be incorporated into the Job Description in specific terms, following consultation with the postholder

- The postholder will be required to undergo an enhanced DBS check for this position

This list of duties and responsibilities is not intended to be exhaustive. The post holder will be expected to perform additional tasks when required; these tasks will be in keeping with the general profile of the role.

PERSON SPECIFICATION

Candidates will be shortlisted on the following specifications and need to address each of them in their application.

All relevant experience whether paid or voluntary, in the UK or overseas may be included. Nottingham Refugee Forum values different and creative ways of working.

E – Essential, D – Desirable

EXPERIENCE

- Experience of community development work (E)
- Experience of working with/supervising volunteers (E)
- Experience of facilitating group activities or events (E)
- Experience of working/volunteering with refugees and asylum seekers (D)
- Experience of developing a service user group (D)
- Experience of service evaluation and feedback (D)
- Lived experience of forced migration (D)

KNOWLEDGE/COMPETENCIES

- Excellent organisational skills, including ability to plan and prioritise work, multi-task and manage time effectively (E)
- Skilled communicator in English both verbally and in writing (E)
- IT competence including Microsoft packages, databases, use of the internet and email (E)
- Proven ability to lead and engage with people from diverse backgrounds, and build relationships with various stakeholders (E)
- Understanding of safeguarding principles and processes (E)
- Fluency in a relevant community language (D)
- Driving licence and access to a vehicle (D)

PERSONAL CHARACTERISTICS (ALL ESSENTIAL)

- Proven commitment to supporting refugees and asylum seekers
- Strong commitment to equal opportunities and respect for diversity
- Understanding of the importance of maintaining confidentiality

- Able to maintain good professional relationships with colleagues in other agencies
- Able to work in a co-operative, supportive manner
- Approachable and friendly personality
- Good time-manager, able to work on own initiative