BETHANY CHRISTIAN TRUST

JOB DESCRIPTION – INSPIRING LEITH COMMUNITY COORDINATOR

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**1. Job Details**

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| **Job Title** | Inspiring Leith Community Coordinator | **Line Manager** | Director of Homelessness Prevention |
| **Grade Level** | Level 4 | **Spine Pt Range** | 27-29 |
| **Section/Unit** | Inspiring Leith | **Directorate** | Homelessness Prevention |
| **Location** | 32 Jane Street, Edinburgh |
| **Hours** | 37.5 | **FTE** | 1.00 |
| **OR** | Required to have a genuine and active Christian faith and commitment |

# 2. JOB PURPOSE

To work from the grassroots to develop trust and relationships with local people to enable their own organising of community activities and collective action through having fun, sharing skills, and increasing self-belief to move from being passive recipients of external help to actors in their own lives and positive change makers in their community, through increased social connections.

# 3. MAIN RESPONSIBILITIES

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| --- | --- |
|  | Approx. % time |
| * Continue to identify and engage with residents primarily of Leith from all demographics to identify their passions, strengths, skills, and knowledge. Guided by local people’s own ideas and drive, enable their joining of existing and creation of new activity groups by knowing each person individually.
 | 30% |
| * Provide ongoing support and resources (e.g. venues and start-up costs) to groups at different stages of development as well as arm’s length support to become self-managing and strengthened to become self-sufficient (inc. funding). Supporting groups to review success, learn from activities and address issues as they arise.
 | 30% |
| * Maintain necessary documentation involved in the planning, successful operation and evaluation of all activities and groups. Reporting to and feeding into Bethany’s wider work including the creation of a monthly managers report. Working on applications with the Fundraising Team and provide content for reports to funders.
 | 10% |
| * Identify and foster opportunities for people involved in Inspiring Leith to develop a shared sense of purpose and positive collective action to deliver wider community benefit. Promote Inspiring Leith to external audiences, by networking across the sector and also hosting visits from organisations and individuals.
 | 10% |
| * Actively participate in supervision by identifying your training and self-care needs. Taking an active role in reflective practice, peer support and shared learning. Attending and participating in full management team meetings and away days, promoting and sharing in the devotional and prayer life that underpins the Bethany management team culture and way of working.
 | 10% |
| * Oversee the pastoral care and supervision of staff, students and volunteers that you are responsible for, ensuring adequate training and professional development opportunities. Ensure Bethany’s mission, vision and values are prevalent in the culture of the wider team. The post holder will lead the wider team in times of prayer and worship together.
 | 10% |

**4. PLANNING AND ORGANISING**

* Make time to participate in wider Bethany meetings and professional training as appropriate.
* Self-manage and be highly organised with a flexible approach to juggling relationships and tasks. Planning your own workload in keeping with targets and deadlines.

**5. PROBLEM SOLVING**

* Work alone with confidence and resilience in what can be challenging local circumstances, as well as in close collaboration with colleagues and partners.
* Be persistent, encouraging and enthusiastic when maintaining positive relationships with key individuals and organisations while also seeking to establish new relationships.
* Manage your workload with, at times limited resources, requiring a creative and flexible approach to overcome the different challenges and barriers to initiating and facilitating ongoing community engagement.
* Consider how to capitalise on unplanned opportunities that present themselves, making use of available resources and the expertise of the wider team.

**6. DECISION MAKING**

* Manage expectations of participants to gauge the appropriate level of support that will enable them to develop but not be reliant in the longer-term on the input of Inspiring Leith.
* Adaptable capacity to take informed risks, reflect on and address challenges as well as trying new approaches as you lead the vision and determine the scope of the department.
* Effectively prioritise own workload and ensure a smooth flow of communication about activities and projects to the Director of Homelessness Prevention and have confidence making decisions in their absence.

**7. KEY RELATIONSHIPS**

The establishment of meaningful, profitable and sustainable relationships is central to the success of the role. The key types of relationship to be developed and the desired outcomes from them are listed below:

* **Team** – You will provide opportunities for the continuous professional development of staff while also developing strong, healthy and appropriate relationships with colleagues that contribute to a high level of teamwork and a caring supportive environment for those engaging in activities. On occasion this will also involve overseeing the teams of other managers in their absence.
* **Volunteers / Students on placement** – You will ensure that all are valued and supported in their role and trained to be highly professional in their manner and feed into the accomplishment of quality outcomes.
* **Participants in groups and projects** – You will support people to thrive as they increase their confidence, self-esteem and skills in their communities, which are strengthened by the contributions that they make.
* **Church Partners** – Bethany Christian Trust becomes a chosen organisation by churches to support the outworking of their mission and vision to their community.
* **Wider Bethany Teams** – Managers and their teams are aware of the work of Inspiring Leith and professional relationships flourish, reflecting the values of the organisation at all times.
* **External Stakeholders** - Strong partnerships with other local agencies, funders, and individual supporters will exist for the benefit of complimenting each other’s work and upholding Bethany’s reputation.

**8. KNOWLEDGE, SKILLS AND EXPERIENCE NEEDED FOR THE JOB**

The essential qualifications and characteristics required of the person undertaking the role are:

* A qualification or a desire to work towards one in either Community Development, Community Education, Social Work or Social Care or any other related disciplines.
* A member of CLD standards council or a desire to be one.
* Knowledge of the local area, its challenges and opportunities, and of local organisations.
* Proven community engagement skills involving the nurturing and support of positive social connections between individuals from diverse backgrounds and life histories.
* Experience of facilitating large and small groups which empower people and groups to develop ideas and take forward opportunities by listening, signposting and focusing on their interests.
* Ability to empathise and communicate with people of different backgrounds, maintaining relationships based on trust and respect and being open, responsive and encouraging.
* Skills in project management and competent in prioritising work to meet deadlines.
* Experience of formal performance reporting and participatory evaluation techniques.
* Strong emphasis on a person-centred coproduced asset-based approach to community development that highlights the strengths in every individual and not deficit driven.
* Knowledge of the issues faced by people living in marginalised communities.
* A track record of developing and facilitating community-led projects involving partnership working to coordinate activities with a variety of organisations and groups.
* A desire to nurture and facilitate individuals and groups to develop at their own pace and to become self-sustaining by helping individuals co-operate and come together as a group including those typically less engaged in community life.
* Sound IT literacy and working knowledge of Microsoft Office.
* Ability to show God’s love in action as an outworking of personal Christian faith to all stakeholders while also demonstrating an awareness of and respect for the diversity of Christian denominations and how to interact effectively with them.
* Strong people skills and a servant leadership management style that encourages and demonstrates genuine care to all staff, volunteers and those we are working alongside.
* The ability to work collaboratively and effectively within a team and with the wider organisation when planning and developing the service.

**9. REPORTING**

* The post holder will produce a monthly report to ensure that the progress and activity of the

service including outcome evaluations, statistics and good news stories are captured and

shared with the other managers.

* The post holder will work with the Director of Homelessness Prevention to ensure that the objectives set together for the service are being met. There are nine outcomes for participants and associated activities to be reported on as part of evaluating the progress of the work:
1. **Increased engagement**: socially with other group members and wider local community
2. **Improved relationships**: with other community members (including integration and cohesion)
3. **Improved physical and mental wellbeing**: including reduced isolation and anxiety and increased confidence
4. **Seeking to improve circumstances:** proactively as an individual
5. **New skills developed**: and/or knowledge acquired
6. **Sense of belonging:** to community
7. **Positive influence on community:** through increased capacity and/or motivation to positively influence what happens in community
8. **Groups developing a shared purpose:** as members work together for mutual benefit
9. **Positive change for the community:** asparticipants seek to deliver positive change for the wider community

**10. JOB CONTEXT AND OTHER RELEVANT INFORMATION**

* The post-holder is required to participate in and occasionally lead Christian reflection in a work setting and occasionally respond to questions about the Christian faith from personal experience, in order to contextualise Bethany’s value of seeking to put Christian love into action and demonstrate the transforming impact of the Gospel in all that we do.
* The post holder’s work will be based at Bethany’s office in Jane Street but will take place in a range of community settings across Leith.
* Some work required outside of normal office hours, including occasional evenings and occasional weekends.
* This post, under the Protection of Vulnerable Groups (PVG) Scheme undertakes regulated work as part of the normal duties and therefore requires the individual to be a member of the PVG Scheme. Specifically, the regulated work includes:
	+ Support for vulnerable adults and children in the community
	+ Managing staff who are supporting vulnerable adults
* The post holder will be expected to promote a common understanding of what Bethany’s values mean. Critical to success there will be an expectation of the post holder to consistently model these values in all activities and relationships.
* **Culture –** *Love* is our standard.

We *Serve* others.

We *Value* the whole person.