

# Job Description



**Job Title** Community Development Officer  
**Reports To** Board of Trustees

## 1. Job Purpose and Principal Activities

- 1.1. The Community Development Officer will work with local residents, local councils, partners, young people and agencies to promote and develop the facilities of PCBH Burgess Hill (PCBH) in the interests of social welfare and with the object of improving the condition of life inhabitants of the community.
- 1.2. The Community Development Officer will support the Trustees in managing the building and any planned works, volunteers, stakeholders, contractors, agencies and others to develop a sustainable facility with a particular focus on work with young people (aged 9 to 25) and the arts.
- 1.3. The Community Development Officer will work with a values-based approach with the following principles of community development: Social justice; Equality; Participation; Empowerment; Collective action; Co-operation; and Learning.

## 2. Main Duties and Responsibilities

- 2.1. Working within the heart of the community building trust in new relationships and strengthening existing ones to design, develop and implement projects and interventions to maximise use of the facility, generating funds to support community identified projects, activities and events.
- 2.2. Shape and direct how PCBH engages with the community and other organisations with a focus on young people and their voice in decision making. Building local knowledge to deliver activities and events that promote the facilities available.
- 2.3. To maintain appropriate records and any accompanying evidence producing required feedback, case studies and monitoring reports at regular intervals.
- 2.4. To oversee budgeting for the day to day running of PCBH.
- 2.5. To recruit, induct, and manage staff and volunteers to develop PCBH.
- 2.6. To attend Trustee meetings and training as required.
- 2.7. To attend meetings with partners at local forums as required.
- 2.8. To adhere to safeguarding policies at all times, keeping up to date with safeguarding training, and ensuring members of the community are safe from harm, taking appropriate action where uncertainty is raised.
- 2.9. To ensure health and safety regulation and policy is adhered to at all times.
- 2.10. To produce appropriate risk assessments for any activity before any delivery and ensure that actions and precautions are adhered to, and that any accidents or incidents are recorded and reported.
- 2.11. To promote and adhere to Equal Opportunities Policies.
- 2.12. To undertake any other appropriate duties as may be reasonably requested by the Trustees.

### **PCBH Burgess Hill CIO**

PCBH, 60 PARK ROAD, BURGESS HILL RH15 8ET

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Registered Charity No. 1203295

### **3. Person Specification**

- 3.1. Hold a recognised degree-level qualification in Community Development or Youth and Community Work (JNC) or a relevant subject.
- 3.2. Ability to effectively plan, co-ordinate, and deliver a programme appropriate to the needs and with the input and voice of local residents and young people.
- 3.3. Ability to effectively manage and motivate a team of volunteers.
- 3.4. Ability to communicate effectively, verbally and in writing, with senior managers, external agencies, colleagues, parents and young people.
- 3.5. Ability to work independently and on own initiative, with excellent time management skills and an ability to manage a range of projects at any one time
- 3.6. Understanding of the issues relating to multi-agency working and ability to undertake such work effectively.
- 3.7. An understanding of the legislation pertaining to safeguarding vulnerable adults and children, and the ability to implement policies in relation to the job responsibilities.
- 3.8. An ability to monitor outcomes, achieve targets, evaluate projects and report results.
- 3.9. The ability to successfully motivate and engage residents and young people in community programmes.

Updated 15<sup>th</sup> August 2024