

Role Profile

Job Title:	Community Builder
Responsible to:	Community Building Co-Ordinator and Head of Communities
Hours of work:	21 hours per week (1 year Fixed Term Contract)
Salary:	£16,000 to £20,000 per annum (pro-rata)
Other terms:	25 days holiday (pro-rata) a year plus bank holidays and pension scheme

About Us

Forever Manchester, the Community Foundation for Greater Manchester, is an independent charity that was established in 1989 and during that time has distributed over £35m in awards and grants to grassroots community organisations across Greater Manchester.

We see our role as giving people and community groups a hand up and not a hand out so that they can continue to deliver extraordinary projects together. Our role is to promote the importance of community in society whilst attracting donations from a range of sources to enable us to support them now and forever.

To enable us to achieve those aims we offer individuals, businesses, families and organisations the opportunity to donate to Forever Manchester in a variety of ways that helps them to see and help to deliver real benefits in local communities.

We believe we have a dynamic brand and a range of initiatives that are both encouraging and inspiring people to work with us to deliver charitable support in a meaningful and beneficial way for donors at a local level across Greater Manchester.

Overview of the Role

Forever Manchester is looking for an enthusiastic individual to join our Communities Team. If you can build good relationships with people, and you believe in the advantages of having a strong community, this role could suit you.

Working in the Harpurhey and Moston neighbourhoods in Manchester the main purpose of the role is to connect local people through their skills, passions and assets and support the creation of new connections and promote community activity.

By building connections and relations with local people, we are able to identify assets within neighbourhoods identifying positive ways to utilise these often unseen or overlooked resources for the benefit of local communities.

Main Tasks

- Develop knowledge and skills relating to Community Building and build community activity via an Asset Based Community Development approach
- Strike up conversations with people in the local neighbourhood ensuring that local people have their say
- Support citizen led initiatives and the start-up of new clubs, societies, cooperatives, social enterprise and associations within the defined areas
- Build positive partnerships/relationships and networks with stakeholders living, working and socialising in the defined areas
- Plan, attend and facilitate local innovation forums, meetings and events
- Record and evidence community building activities
- Identify community stories to use for marketing purposes
- Attend and contribute positively to regular Communities Team meetings and wider Forever Manchester team meetings
- Keep up to date in area(s) of expertise in order for Forever Manchester to take account or take advantage of new developments
- Actively promote and encourage applications to Forever Manchester's awards programmes
- To act as a role model and ambassador for Forever Manchester
- Represent Forever Manchester at events as required
- Act in accordance with the policies and procedures of the organisation
- To contribute both as a member of the Communities Team and Forever Manchester as a whole to the development and success of Forever Manchester
- Undertake any other reasonable responsibilities as directed

Knowledge, Skills and Experience

Essential Experience

- A minimum of 2 years Community Development or related experience
- Evidence of relationship building in a wide variety of settings
- An understanding of Greater Manchester's voluntary sector, community needs and issues
- Evidence of interpersonal and listening skills with the ability to communicate effectively with people from a wide range of backgrounds (both on the phone and in person)
- Evidence of being able to plan and manage own workload
- Works well with colleagues in a team environment
- Networking and negotiation skills
- Use of a wide range of communication skills, including oral, written and presentation
- Capable in the use of standard Microsoft Word applications: Word, Powerpoint and Excel

Desirable Experience

- Commitment to supporting local community activity
- An understanding of Asset Based Community Development and other strength based approaches

Personal Qualities

- An approachable and warm manner together with a supportive and professional attitude
- Enthusiasm, flexibility and the ability to cope well under pressure and to deadlines
- Positive, resilient and supportive of others

- Flexibility and a practical, 'can do' attitude
- Ability to make consistent decisions, maturity and strength of character
- Commitment to equal opportunities and ability to exercise this in practice

Other

- Flexibility around working hours - evening and weekend work will be required
 - Demonstrating commitment to own personal and/or professional development
 - Commitment to Forever Manchester's behaviours and Golden Rules
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Forever Manchester Behaviours

Flexibility - Having flexibility means you are willing to adapt your thinking and behaviour to suit different situations. You see the value of alternative views to issues and are enthusiastic and supportive of change. This includes being able to change your plans quickly in order to react to changing circumstances.

Initiative – Initiative means you are able to anticipate situations and problems, finding appropriate solutions and grasping opportunities. You are able to take appropriate action that potentially adds significant value to Forever Manchester and represents your contribution distinctly.

Passion – Having passion means believing in the organisation and contributing to its' success by setting yourself high standards to work to and striving to exceed your performance objectives in order to achieve quality and excellence in all aspects of your work. Your focus is on getting work right first time, continually checking for accuracy and demonstrating a willingness to tie up loose ends so a task is fully completed.

Sense of Humour – Forever Manchester strives to be a place where people are happy and have FUN! Having a sense of humour supports this ethos and encourages all staff to enjoy their work in a positive and playful manner.

Team Working – A good team player fits in with the team, developing effective and supportive relationships with their colleagues by showing them consideration and creating a sense of team spirit.

Enthusiasm – Having enthusiasm means that you have a positive approach to the work that you do. You are keen to deliver quality work and always undertake your tasks with drive and commitment.