

Role Profile

Job Title:	Community Builder
Responsible to:	Community Building Co-Ordinator and Head of Communities
Hours of work:	Full Time 35 hrs per week (1 year Fixed Term Contract)
Salary:	£19,000 to £23,000 per annum
Other terms:	25 days holiday (pro-rata) a year plus bank holidays and pension scheme

About Us

Forever Manchester is a charity that raises money to fund and support community activity across Greater Manchester. We help local people do extraordinary things together.

We fund and support a huge range of activities that help young people, older people and disabled people, as well as homelessness, sports, environmental, education, and cancer support projects, plus everything in between.

In every neighbourhood across the region there are thousands of people involved in community activity. In fact at any given time there are an unbelievable 20,000 local grassroots projects of varying sizes and interest taking place, each one providing support and opportunity for the 2.6 million population of Greater Manchester.

We work with our local communities to inspire and encourage projects that they want to see, to make their neighbourhoods happier, healthier and safer places to be. We help local people build communities from the inside out, and galvanise the true creative, entrepreneurial spirit for Greater Mancunians to emerge and shine.

We believe that everybody should have the opportunity to be happy and we'd love you to become part of this growing movement of local people that care enough to act.

This is Charity... The Mancunian Way.

Overview of the Role

Forever Manchester is looking for an enthusiastic, outgoing and friendly 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 Benchill neighbourhood of 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 relationships with local people, we are able to identify assets within neighbourhoods, finding 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 (ABCD) approach
- Undertake role-specific training and development
- Strike up conversations with people in the local neighbourhood, identifying skills and assets and bringing people together to stimulate new community activity
- Identify and connect with existing community groups and organisations
- Contribute to community ABCD Workshops
- Plan and run get-togethers for residents and community groups to explore ideas for new community activity
- Asset mapping of the local area
- Build positive partnerships/relationships and networks with stakeholders living, working and socialising in the defined areas
- Undertake relevant administration required for the role
- Identify positive community stories to use to promote what's happening
- Take part in Forever Manchester team meetings and training sessions
- 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

- A minimum of 2 years Community Building or related experience
- Evidence of relationship building in a wide variety of settings
- An understanding of the local voluntary and community sector
- Evidence of interpersonal and listening skills with the ability to communicate effectively with people from a wide range of backgrounds
- Evidence of being able to plan and manage own workload, including working independently in the community
- Works well with colleagues in a team environment
- Networking and facilitation 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

- Commitment to supporting local community activity
- An understanding of Asset Based Community Development and other strength based approaches
- Experience of delivering workshops and/or training
- Knowledge of the Benchill area
- Full clean UK driving license and access to a vehicle

Personal Qualities

- An approachable and friendly 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
- Commitment to equal opportunities

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 ethos

Forever Manchester – Who We Are

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.