

JOB DESCRIPTION

**Post: Brighter Living Partnership Activities Facilitator – High Park project
(Maternity cover – minimum of 9 months)**

Salary: £18,246.31 pro rata (£10,947)
Hours: 21 hours per week

Location: Southport Community Centre, Southport

Responsible to: Deputy Manager

Job Purpose:

- **To support the development of the High Park project by working with the Community Organiser to develop a programme of activities that meets the needs of the local community and improves their health and wellbeing.**

Principal tasks:

1. To work with the Community Organiser to organise, arrange and facilitate relevant activities for the High Park community, including social and community events.
2. To work and engage with local residents to establish what activities they would like to see in their local community.
3. To arrange with the Community Organiser a programme of training and capacity building opportunities to enhance the skills and knowledge of the local community.
4. Collaborate with project partners and the Community Organiser to arrange for partners to be present at activities and offer services within the local area.
5. To support any volunteers related to the project with the necessary support, guidance and training as per Brighter Living's policies and procedures.
6. To assist the Community Organiser in collecting the necessary monitoring information for funders and management.
7. To develop marketing and promotional materials, e.g. newsletters, flyers to support the projects activities and development.

8. To maintain appropriate records and databases as appropriate, complying with policies and procedures in place and ensuring all grant requirements are in order.
9. To ensure that the projects social media accounts and online profile is kept up to date, maintaining regular contact with both residents and project partners.
10. To undertake any other reasonable tasks on behalf of Brighter Living Partnership as may be assigned from time to time.

Equal Opportunities:

To be committed to equal opportunity principles and to comply with Brighter Living Partnership's policies and procedures relating to equal opportunities.

Confidentiality:

To maintain confidentiality of all information and records relating to the work of the project and Brighter Living Partnership.

General:

To participate in staff development and training to use all relevant learning opportunities to improve personal skills. The successful candidate will be required to undergo a DBS enhanced check as the work will involve working with adults and children.

Hours of Work:

21 hours per week split over multiple days of the week. We can be flexible based on project needs.

The post-holder must be prepared to work flexible hours, in line with the requirements of the project. This will involve some evening and occasional weekend work, for which time off in lieu will be granted subject to Brighter Living Partnership policies and procedures and prior agreement with their Line Manager.

The post-holder will be expected to adopt a mature and common-sense approach to this arrangement.

Management Arrangements:

The post-holder will be employed by Sefton Council for Voluntary Service and be seconded to the Brighter Living Partnership. The post will be line-managed by the Deputy Manager.

Funding:

This project is funded by the Big Lottery via their Reaching Communities Programme. This role is maternity cover only for the time specified above.

PERSON SPECIFICATION

The post-holder should be able to demonstrate that they have the skills and experience in each of the following areas:

COMMON REQUIREMENTS FOR ALL BRIGHTER LIVING PARTNERSHIP POSTS

1. Communication Skills

- To be able to understand and be understood by different groups and individuals in various situations.
- To be able to prepare and present both written and verbal reports to a high standard.

2. Interpersonal Skills

- To be able to form good working relationships with people from a wide range of social, cultural and ethnic backgrounds to enable you to achieve your goals and also to promote the reputation of the Brighter Living Partnership

3. Organisational Skills

- To be able to plan and organise your own workload and manage your time.
- To be able to set up and maintain appropriate systems for the management and accurate recording of your work and the progress of others.

4. Team Working

- To be able to contribute to the Brighter Living Partnership team and its overall effectiveness.
- To share skills, expertise and ideas with other Brighter Living Partnership projects.

5. Information & Communication Technology

- To be able to use and have experience of using a word-processor, databases, spreadsheets and the Internet.

6. Equal Opportunities

- To be committed to and understand equality and diversity practice and implementation in the work place.

7. Voluntary Sector

- To have an understanding of the ethos of the voluntary and community sectors, the context within which they work and their value base.
- To have experience, either paid or unpaid, of working in the voluntary and community sector.

8. Essential requirements specific to this post:

- Experience of organising activities, events or projects (A and I)

9. Desirable requirements specific to this post:

- Experience of partnership working (A and I)