

# Job Description

<b>Company:</b> PREIM Limited
<b>Job Title:</b> Community Mobiliser
<b>Salary:</b> £25,000 per annum pro-rata (based upon a 37.5 hour week)
<b>Reports to:</b> PREIM Lead Community Mobiliser
<b>Location:</b> Based on Tadpole Garden Village
<b>Hours:</b> Approximately 1 day per week, initially for a 12 month period

## CRB Checks :

This post is exempt from the Rehabilitation of Offenders Act 1974 and subject to an Extended Criminal Record Bureau Check.

## Background:

Inspired by the original Garden Cities at Letchworth and Welwyn, and the ideals established by Ebenezer Howard in the early 1900's, Crest Nicholson is seeking to combine the very best of town and country living to create a beautiful, well planned, healthy and vibrant community at Tadpole Garden Village.

The vision is to create a holistically planned new community where the design, landscaping, open space and public realm are vital elements of the whole development. This is supported by a strategy for the long-term management and maintenance of the spaces and the promotion of a range of lifestyle choices for residents.

Tadpole Garden Village will have:

- approximately 1,700 new homes
- a local Centre with shops, community buildings, retail and office space
- a new primary school
- a range of public open spaces, including allotments for residents and local people
- children's play areas
- sports pitches
- a nature park managed by the Wiltshire Wildlife Trust

Situated in a countryside setting, just to the North of Swindon, Wiltshire, over 60% of the new development will consist of community green spaces.

To deliver the vision and create a distinctive character for this new community it was decided that the amenity green spaces, common, woodland, hedges, allotments, ponds, play areas, some access roads, footways and streetlights and a community building would not be adopted by the local authority.

Instead, Crest established a Community Interest Company, to which all homeowners become Members. The primary purpose of the Community Interest Company is to ensure that the communal facilities are managed and maintained to an agreed standard and funded by those that benefit.

**PREIM's Role:**

Crest have appointed PREIM as managing agent for Tadpole Garden Village which means that PREIM will be responsible for maintaining the communal amenities. Works include grass cutting, leaf collection, managing, maintaining and repairing shrubs, hedges, fences, trees and play areas, roads and footways as well as operating sports pitches and community buildings.

As the development grows PREIM will provide a continuous site presence delivering exceptional estate maintenance. This enables PREIM to work proactively with residents to identify and resolve issues as they arise and to act as the eyes and the ears of the community.

Great presentation of an estate really works, if you manage green spaces well – it only enhances people's well-being, estate brand and home value. Behind the scenes PREIM administer the Community Interest Company to ensure that it remains financially stable and complies with its statutory requirements. PREIM acts as the company secretary and the main point of contact for residents.

But PREIM wants to do much more for this new community and believes that:

**NEIGHBOURLINESS + EMPOWERMENT = WELLBEING**

As home completions take place, and to help us solve the equation above, we really want to help 'mobilise' the community by appointing a Community Mobiliser.

The idea is to utilise the role of Community Mobiliser to help people moving into the new village to meet and get to know their neighbours.

**Community Mobiliser duties and responsibilities:**

The Community Mobiliser will:

- Build relationships with agencies and groups throughout the local area to make them aware of the new garden village and facilitate to deliver relevant services within this new community
- Actively welcome new and prospective residents into the community
- Actively listen to the views of all residents including children, young people, the elderly and families to help them identify and build services from the ground up which address emerging issues arising from community engagement
- Work in participatory and inclusive ways that helps to build ownership of any activities
- Develop specific activity programmes through which to engage new residents
- Use a range of communication methods suitable for a wide age range, by organising both face to face and non-face to face community activities
- Use social media and informal newsletters with articles and lots of pictures to communicate and organise events
- Be pro-active in utilising the village website and chat forum to be maintained by PREIM to enable people to make contact and to find out more about forthcoming events and developments

Tadpole Garden Village is a blank canvass with endless possibilities for social interaction which can be organised with small grass - roots groups. It takes only a handful of like-minded people to make these groups a real success.

PREIM will also seek this community engagement experience as a marketing support tool to House-builders in the village and helps to extoll the virtues of being part of a great village community.

- Prepare reports and assist in monitoring project progress
- Any other duties which may be appropriate to the post

**Personal Specification**

Essential Personal Qualities

- Commitment to equal opportunities and challenging discrimination
- Commitment to the principle that communities 'know best' about their needs
- Be innovative, energetic and able to motivate others to work with together
- Approachable and welcoming
- Adaptable, practical and willingness to be hands on without causing dependency
- Enjoy challenges and able to overcome barriers
- Ability to maintain calm and cope well under pressure

**Experience:**

- Experience of supporting, starting or volunteering in voluntary and community initiatives.
- At least 3 years' experience of working with communities, children, young people or families from a range of backgrounds
- Knowledge, understanding and experience of multi-agency and multi-sector working (public, private and voluntary sectors)
- Experience of using participatory approaches to work with communities

**Skills & Knowledge**

- Ability to communicate confidently and effectively in writing and face to face in formal and informal settings with a wide range of people
- Openness and ability to adapt style and approach to new situations requiring new skills
- Ability to work independently on own initiative
- Ability to work well in a team and in partnership with others
- Ability to appropriately challenge people in authority, and to work with them
- Ability and confidence to manage money and other resources
- Ability to set up and use participatory monitoring and evaluation systems
- Ability to fundraise and manage grant giving and funding
- Computer Literate, with knowledge of word processing and email
- Understanding of and empathy with the obstacles facing new communities
- Knowledge and practical understanding of community development principles
- Formal or informal training and learning relevant to social inclusion and community development
- NVQ, degree or other recognised professional qualification in one or more relevant fields, e.g. childcare, psychology, social work, health, education, play, youth & community work, training, development, counselling, policing or mentoring
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**Desirable**

- Experience of working with children, young people and families as 'partners' in community development
- Experience of managing conflicting interests, agendas or priorities
- Ability to creatively use email and the web
- Ability to chair meetings effectively
- Ability to engage and moderate community website/ forum
- Formal training in new communities development

**Acceptance:**

Job Holder:

Approved By:

Date: