

Job Description

Post title: Development Officer
Responsible to: CEO of Voluntary Action Swindon
Salary: £15,178 (£25,296 FTE)

Hours:

A permanent role - 21 hours per week as part of a job share. Pattern of working hours negotiable. The role will entail occasional evening/weekend working (e.g. attending meetings/events).

Purpose of the post

To encourage the identification and raising of equality issues and promote the views of the local community on equality issues to stakeholders/decision makers.

Key Accountabilities

1. Promoting involvement and facilitating increased and diverse community attendance at the Swindon Borough Council (SBC) Cabinet Member Equality Advisory Group
2. Promoting and facilitating involvement in specific consultations, as agreed with the SBC Voluntary Sector Commissioner
3. Creation and maintenance of a mechanism for community views to be reported and providing information for stakeholders around equality issues
4. Work with/support the Swindon Equality Coalition, particularly with regard to its role in scrutiny around equality issues
5. Using a community development approach, work with the job share colleague to deliver 3 projects/campaigns each year around current equality issues in the town (issues heard from the community and/or suggested by SBC and/or building on national issues/campaigns)
6. With job share colleague, design and deliver an annual 'Community Fair', engaging as many Swindon residents as possible. This will involve working with a range of other voluntary and community sector groups/organisations to deliver Fairs on themes agreed with SBC each year
7. Production of regular reporting on activity and delivery against the relevant outcomes required by SBC
8. Any other duties reasonably required to ensure the smooth running of VAS and delivery to its service users

Person Specification

	Criteria
1	Experience of the voluntary/community sector and working with a wide range of organisations
2	Good awareness of equality issues (locally and nationally) and the 9 Protected Characteristics
3	Experience of community development work
4	Experience of working with and through volunteers
5	Able to bring a creative approach to projects
6	Able to organise and deliver workshops/events
7	Self-starter. Able to deliver without the need for constant, close supervision
8	Interpersonal skills with the ability to build good working relationships with a wide range of people, of all levels
9	Solid office IT skills
10	High standard of education (ideally A level or above)
11	Flexible and adaptable
12	Confident and able to gain the confidence of the others
13	Excellent communication skills - verbal and written (experience of working with the media would be an advantage)
14	Willingness to occasionally work outside of normal office hours as required
15	Ability to work individually and as part of a team
16	Monitoring, evaluating and report writing skills