



Brookside Big Local Coordinator

Hours: 30 per week (flexible working to include evening/weekend/unsociable hours)

Salary: Circa £28,000 pro rata

3 year contract following successful completion of 6 month probationary period

Job Description

Purpose

To work with the Brookside Big Local Partnership to coordinate delivery of their resident led community plan. Working with volunteers and partner organisations to deliver and monitor a range of projects across seven themes.

1. Social enterprise and social investment including employment, training and skills
2. Our environment – clean safe and green
3. Health and well being
4. Community Safety
5. Our community; adults; children and families and youth
6. Engagement and encouraging involvement
7. Brookside Community Centre: capacity development including management skills

Lines of responsibility

The co-ordinator will report to the [chair of the partnership] regarding the implementation of the plan and agreed objectives; this will include full written and verbal reports at partnership and sub-group meetings. They will be subject to the terms and conditions of Stirchley and Brookside Parish Council as the employing organisation.

Stirchley and Brookside Parish Council is the Local Trusted Organisation for the partnership and will be the employer of the Brookside Big Local Coordinator. The coordinator will also be in regular contact with the Big Local Representative who is appointed by the Local Trust to support the area.

The main tasks will include:

To coordinate the work of the partnership

1. Provide reports and information to the partnership
2. Develop and manage action plans around each theme giving regular updates to the partnership
3. Set up systems for measuring and sharing success
4. Act as the central point of contact for the partnership
5. Liaise with the Local Trust representative
6. Liaise closely with the Locally Trusted Organisation

To support partnership members

1. Represent the partnership at local and national meetings and support partners to attend
2. Identify training or support needs
3. Work closely with other stakeholders and external partners
4. Oversee partnership activities liaising with other agencies as required
5. Provide and share information to partnership members

Management

1. Manage and support commissioning processes ensuring partnership members make key decisions
2. Working with the Locally Trusted Organisation develop policies and procedures as required
3. Working with the Locally Trusted Organisation recruit, manage and support volunteers
4. Develop monitoring processes and set targets
5. Review and update the Brookside Big Local Plan as directed by the partnership.
6. Work with the partnership on sustainability, legacy planning and the development of the local economy

Working in Partnership

1. Help bring agencies together to work strategically to deliver jointly agreed priorities
2. Nurture existing and develop new good working relations with partner organisations in the area to maximise options for plan delivery and sustainability.
3. Actively plan and seek to engage with all members of the community.
4. Develop ways to bring partners together and communicate effectively.

Other Tasks

1. To undertake any other tasks as requested by the partnership.
2. To seek additional external (grant) funding