



## Community development officer – Pimlico Million

**Location:** Pimlico, London - Churchill Ward, off Lupus Street.

**Responsible to:** Pimlico Million manager

**Salary:** £12,848 or £16,864 (FTE £28,909)

**Hours:** 16 or 21 hours, worked over 2 or 3 days

**Leave:** Pro rata 25 days holiday per annum plus bank holidays

### **How to apply**

If you have any questions, please call 020 8983 5030 and ask to speak to our director, Judith Moran.

If you decide to apply, please send the following two documents to **info@qsa.org.uk**:

1. A copy of your CV, highlighting the areas of your experience pertinent to this role
2. A supporting statement, of no more than 3 sides of A4, **outlining how you meet our person specification (below)**

We also invite you to complete our online equality and diversity monitoring form:

<https://www.surveymonkey.co.uk/r/2GT67V3>

Given the circumstances regarding the coronavirus outbreak, the closing date has been extended to **Tuesday 5th May 2020, 8am**. Dependent the situation this date may be moved again.

**Interview date TBC.**

Thank you for your interest. We look forward to your application.



## About Pimlico Million

Pimlico Million is an award-winning community project, working to make Pimlico an even better place to be. Pimlico Million is part of the Big Local programme, which is a 10 year initiative, giving 150 areas across the UK £1 million of Lottery money to make positive changes to their community. Each area forms a partnership group of local residents and decides how to spend their funds. Many, like Pimlico Million, decide to employ staff to bring their ambitions to life.

## About the role

We are seeking a passionate community development officer to help realise the vision of the Pimlico partnership group.

Based at the community premises, a short walk from Pimlico tube station, this is a flexible part-time role worked over two or three days a week. You will work alongside the project manager, focusing on outreach and communication across the local area to help residents find their voice, take ownership and reach their potential.

It is an excellent opportunity for a highly organised individual with an experience in working with communities in either a paid or voluntary capacity. You will be energetic and proactive, using your strong communication skills to engage and build a rapport with local people, supporting them to come up with great ideas for new initiatives that boost opportunities and improve social cohesion.

An ability to work independently is key, with experience of managing multiple and varied priorities. You will also have good digital skills and the necessary experience to take responsibility for all the communications output for the Pimlico Million, as well as maintaining all of the systems required to record the activities and successes of the work.

## What is Pimlico Million doing?

The Pimlico Million partnership's aims within its 2018-20 plan are:

- Young people – increase opportunities for young people to build confidence, learn new skills and thrive
- Children and families – increase the number of children and families who are actively involved in community activities and engaging with local support services
- Older people – increase the number of older people who have regular social interactions outside their homes and who are actively involved in community activities
- Green and open spaces – make public spaces a point of pride for the local community and create safe spaces that people of all ages actively want to take part in creating and maintaining



- Local and social enterprise – increase and strengthen local and social enterprise, helping projects, groups and small businesses to flourish and embed their work within the community.

### **Helping local people to find their voice**

Founded in 2015, The Pimlico Million partnership wholeheartedly consulted with local people to identify the above aims. The partnership has steadily delivered results under these themes through small grants to local groups, direct delivery of programmes of work in partnership with a wide range of organisations, and providing a range of training and development opportunities for individuals and organisations.

With significant regeneration taking place in the area, the partnership has helped residents to form residents' associations which are recognised by development bodies.

### **About Quaker Social Action**

Quaker Social Action is an east London charity tackling poverty and social exclusion. As the Local Trusted Organisation (LTO), QSA is accountable to Local Trust for the use of the Big Local funding, as well as providing governance and personnel support to The Pimlico Million partnership.

## **Role description**

**Responsible to:** Pimlico Million manager

**Purpose of post:** To support the Pimlico Million partnership board of local residents to oversee the spending of £1 million of funding, according to the Big Local principles and values – with the aim of making the local area an even better place to live.

To support Pimlico Million by undertaking key tasks in implementing activities, developing policies & procedures, overseeing systems & finances & administration, leading on communications, enabling the capture of impact data and reporting to the Pimlico Million partnership board.

### **Community activities**

1. To support the work of the partnership to implement the Pimlico Million plan and to oversee spend against budgets.
2. To work with local residents and local organisations to set up activities and projects that are in line with the Pimlico Million plan.



3. To set up new partnerships within the Pimlico area to make Pimlico an even better place to live.
4. To support the Pimlico Million small grants programme; distributing funds for small scale community activities.
5. To ensure that the safeguarding regime within Pimlico Million is of the highest standard
6. To ensure that all activities undertaken are inclusive, accessible and delivered to the highest standards.
7. To work closely with the Pimlico Million manager to ensure all aspects of the Pimlico Million plan are delivered, on time and to budget.
8. To identify potential fundraising opportunities, including the potential for match funding.
9. To ensure that appropriate monitoring is in place to ensure all activities can be evaluated and learning can be gained about the impact of the work.

### **Partnerships and stakeholders**

1. To work closely with the Pimlico Million partnership board to ensure they are briefed on all of the work undertaken and how it fits within the plan and the budget.
2. To work with the Pimlico Million LTO to ensure accountability in order to report back to the funder, Local Trust.
3. To contribute to reviews of the Pimlico Million plan, as directed by the partnership.
4. To support the Pimlico Million partnership meetings, including reporting on work undertaken, writing minutes and the chasing up on agreed actions.

### **Communication and external liaison**

1. To be responsible for Pimlico Million's website and social media presence.
2. To produce newsletters, leaflets, an annual report and promotional material for Pimlico Million.
3. To keep up to date with relevant developments within the Big Local community, to learn from others working in a similar context.

### **General**

1. To work within the policies and procedures of QSA.
2. To receive line management and supervision from the Pimlico Million manager.
3. Any other duties, as appropriate to role, as agreed by the QSA director.

## Person specification

### **Experience:**

1. Experience of community development work, paid or voluntary.
2. Experience of working flexibly, in a small team, is highly desirable.

### **Ability:**

1. Excellent skills at communicating with people, from a range of different backgrounds, to build up trust and rapport.
2. Strong organisational skills, including the ability to keep track of budgets and plans.
3. Ability to work using own initiative.
4. Ability to manage multiple priorities.

### **Knowledge:**

1. Knowledge of charities and working within a community setting is highly desirable.
2. Knowledge of the Pimlico area is highly desirable.

### **Ethos:**

1. Commitment to and understanding of issues of inclusion, equality and diversity in the workplace and when providing a service to the public.
2. A willingness to work within a Quaker ethos, as clarified by the vision & mission of QSA:

*QSA's vision is that of a just world, where people put people first. QSA's mission is to enable people on low incomes and beyond to seek solutions to the issues that affect their lives, by building practical, sustainable and collaborative projects and by sharing that learning where it has potential to benefit communities beyond our own.*



## Main terms and conditions of employment

1. QSA uses the local government pay scales for salaries. Your salary will be on **NJC scale point 27-30**, starting from **£12,848 - £16,864** dependent on hours agreed (this is the pro rata salary of the full time level of £28,909). All appointments are made at bottom of scale.
2. This is a **part time** post of **16 or 21 hours** per week, worked over 2 or 3 days.
3. One year fixed term role with the opportunity of further extension.
4. Some evening and weekend work is possible, on occasion, but is not a regular part of the role.
5. This post will be based in Pimlico, London.
6. The period of notice will be 1 week during the probationary period and 1 month on its completion.
7. You will be entitled to pro rata of 25 days holiday per year with the leave year running from January to December, plus bank holidays.
8. This post is subject to a 6 month probation period. After the successful completion of your probationary period, staff are entitled to join the QSA pension plan. This is an additional 6% on top of salary paid into the QSA group personal pension, with a 2% staff contributory element.
9. QSA has a union recognition agreement with Unite although staff are welcome to join any trade union.