



# Plaistow South Big Local

## Community Development Officer

- **Location:** Plaistow South, Newham and Quaker Social Action's offices in Bethnal Green, Tower Hamlets
- **Responsible to:** Plaistow South Big Local director
- **Salary:** Part time £11,959 to full time £29,899
- **Hours:** Part time 14 hours to full time 35 hours per week to be negotiated – ideally spread over 3-5 days per week
- **Leave:** 25 days holiday per annum plus bank holidays (pro rata)

### How to apply

We're keen to make our recruitment process clear and transparent. Firstly, by 9am on **Thursday 9 June**, we'd like you to send (to [info@qsa.org.uk](mailto:info@qsa.org.uk)) the following two documents:

- Your CV, highlighting the areas of your experience pertinent to this role.
- Your supporting statement, explaining why you want this role and how you have the experience, skills and values we're looking for. You will find this within our person specification further on in this pack. We'd encourage you to demonstrate why you'd be a great fit, but also be honest with us if you feel there are some aspects of the role you have less experience in.
- We also invite you to complete our online [equality and diversity monitoring form](#).

We're holding interviews on **Tuesday 21 June**, ideally in person, in either Plaistow or Bethnal Green – however we can accommodate Zoom too. To enable all candidates to come to the interview well prepared, we'll send you the interview questions the day before. We're hoping to be able to make decisions that day, but if we've got a couple of particularly strong candidates, we may want to speak with you again.

Being a diverse and inclusive organisation is very important to us. We actively encourage and welcome applications from candidates of diverse cultures, perspectives and lived experiences. We hope you find this job pack clear and welcoming and indeed, should you apply for this role, that you find the same to be true of our whole recruitment process. Please do let us know if you don't. We would genuinely welcome the feedback.



## **About the role**

### **What does Plaistow South Big Local do?**

Plaistow South Big Local (PSBL) 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 PSBL, decide to employ staff to bring their ambitions to life. PSBL is a resident-led Big Local partnership whose aim is to bring together the local talent, ambitions, skills and energy from individuals, groups and local organisations to achieve this and to make a massive and lasting positive difference to their communities.

We have a local steering group for PSBL who are the decision-making group responsible for the community plan and budget in Plaistow South, which is located in Newham in East London.

The four programme outcomes for Big Local are:

- Communities will be better able to identify local needs and take action
- People will have increased skills and confidence, so that they continue to identify and respond to needs in the future
- The community will make a difference to the needs it prioritises
- People will feel that their area is an even better place to live

More about PSBL can be found [here](#).

More about Local Trust can be found [here](#).

### **What is the role?**

We are seeking a driven and passionate community development officer to join our team and help realise the vision of the Plaistow South Big Local partnership.

You will usually be based at our new office at Memorial Community Church, Barking Road, E13. You will work alongside the director, focusing on outreach and communication across the local area to help residents find their voice, take ownership and reach their potential.

The PSBL partnership has set out an ambitious plan for area, centred around our mission: to help our people, look after our environment, strengthen our community, and represent Plaistow South. Our priorities are supporting people, enhancing the environment, forging a strong community and championing Plaistow South.

It is an excellent opportunity for a highly organised individual with experience of working with communities in either a paid or voluntary capacity. You will be proactive and passionate, using your strong communication skills to engage and build 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, supporting with the online communications output for Plaistow South Big Local, as well as helping with the maintenance of all systems required to record the activities and successes of the work.

## What is Plaistow South Big Local doing?

The Plaistow South Big Local partnership's aims within its 2020 plan are around four priorities:

- **Priority 1:** Supporting people in Plaistow South – in particular the young and old – and especially in relation to health, wellbeing, education, safety, and economic prosperity
- **Priority 2:** Enhancing the environment, encouraging Plaistow South to continue to grow and develop in a way that does so, including for its green spaces, buildings, and services
- **Priority 3:** Forging a strong community for the long-term, including through creating community spaces, hubs, and networks – with the widest possible participation – that enable people to communicate and connect
- **Priority 4:** Championing Plaistow South across the wider communities and networks we are a part of; raising its profile, representing its needs, and working with wider organisations with similar values to ours

PSBL wants to build a strong and confident community. We will invest in our people to become active in local life, taking the lead on activities and events that bring people together and build community spirit. We will invest in our young people to have a brighter future. PSBL has strong engagement and a collaborative working relationship with local organisation, we will conserve and develop the places where we mix with our neighbours, build new relationships and develop a sense of belonging to Plaistow South.

PSBL is contributing to many programmes, running a variety of community events, such as our monthly Cuppas to connect people, we recently funded a local school to help open up their family centre as well funded projects for wellbeing and digital inclusion. We will build the power of Plaistow South residents to influence the changes taking place in the area and make sure that the future benefits everybody. We'll do this by connecting with local organisations, supporting them to build their capacity and developing the community's voice to be heard on an equal footing with developers, the local council, and other agencies.

## About Quaker Social Action

[Quaker Social Action](#) (QSA) 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 Aberfeldy, The Pimlico Million and Barnfield partnership.



## **Role description**

**Purpose of post:** To support and develop local residents to set up and engage in activities as part of Plaistow South Big Local, a community development initiative in the Plaistow South area of Newham. 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 and work.

### **Enabling community activities**

1. To understand the PSBL plan and to work with the PSBL director and co-workers to deliver upon the plan.
2. To build up relationships within the local area, consulting and involving a wide range of local residents to ensure their views and voices are heard.
3. To encourage residents to have ideas and suggestions for new initiatives and to see how Big Local funding can be used to further those aims.
4. To focus particularly on parts of the community who may find it harder to access services or who may benefit significantly from them, such as younger people or older members of the neighbourhood.
5. To build links with other local charities and community groups, working together wherever possible.
6. To outreach on behalf of PSBL to ensure local residents are aware of and can benefit from what is available within the community.
7. To ensure appropriate records are kept of activities to ensure that the benefits are measured and reviewed.
8. To run all community activities with due regard to Covid concerns, ensuring activities are safe and compliant with any regulations in force, and looking at addressing isolation and loneliness, especially within households who cannot easily use technology.
9. To support the smooth workings of the PSBL partnership including assisting with recruitment of new members to continue strengthening the board.

### **PSBL Projects**

1. To create a busy, thriving, active and inclusive space for local residents within the Plaistow South area.
2. To support others to get involved in current projects whether it be local residents, local groups or committed volunteers.
3. To run projects and events safely, with due regard to health and safety, risk, safeguarding and Covid guidelines.
4. To liaise with the local people in Plaistow South to ensure sound working relationships are established.
5. To support the community engagement worker to create a busy, thriving, active and inclusive engagement within our projects.
6. To seek partnerships and creative opportunities to widen the options of activities delivered within Plaistow South.



## Communication and external liaison

1. To contribute to the communications plan for PSBL, developing and sharing content and photos on the PSBL social media and uploading material on the website in order to build up knowledge of PSBL within the local community.
2. To share the learning and celebrate the successes of PSBL within the local community.
3. To represent PSBL by participating in appropriate local forums and meetings.
4. 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 from the PSBL director.
3. Any other duties, as appropriate to role, as agreed by the QSA director, in consultation with the PSBL partnership board.

## Person specification

### Experience:

1. Experience of community development work whether in a paid or voluntary capacity.
2. Experience of using social media and websites to publicise activities
3. Experience of outreach work is highly desirable.

### Ability:

1. Excellent communication skills, using good listening skills, curiosity, empathy and tact to build positive relations with local residents.
2. Ability to manage own workload and to work flexibly in a small team.
3. Ability to create a warm and welcoming environment in a community setting.
4. Ability to promote and publicise Plaistow South Big Local enthusiastically and effectively to individuals, community groups and using social media.

### Knowledge:

1. Knowledge of the local area; Plaistow South specifically and Newham generally, is highly desirable.
2. Knowledge of the challenges and barriers that can be faced by low income communities.

### 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 benefits 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 21-25, starting from £11,959 (14 hours pro rata) up to FTE at £28,899 depending on the hours agreed. All appointments are made at bottom of scale.
2. This is a post from 14 – 35 hours per week, to be negotiated but ideally spread over 3-4 days in the week.
3. Some evening and weekend work is likely given the community development nature of the role.
4. The role will be based in the E13 area at our new office space in Memorial Community Church but may be required to also work at the offices of Quaker Social Action in Bethnal Green.
5. The period of notice will be 1 week during the probationary period and 1 month on its completion.
6. 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.
7. 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.
8. QSA has a union recognition agreement with Unite although staff are welcome to join any trade union.