

Job Description

Role	Community Development Lead This role will be dedicated to the new community at Middlebeck, Newark
Hours	9am – 5.30pm, with some work outside of these hours to support community events and activities where required
Type	Permanent
Reporting to	Communications, Communities and Partnerships (CCP)

Role Purpose

To deliver a positive, proactive and inclusive approach to supporting the new community at Middlebeck, Newark, as part of Urban&Civic's commitment to building strong and sustainable communities. The purpose of the post is to support an active, empowered and cohesive community by:

- *ensuring residents are involved in and shaping the development;*
- *forging connections between new residents and neighbouring communities;*
- *evolving events, activities and sustainable initiatives to deliver this, and;*
- *providing the business and our partners with insight and intelligence into the make-up of our new neighbourhoods*

The role works extensively with residents and with a range of local partners, both within the development and across the local area. It works closely with the Community Development Leads for other Urban&Civic developments, as well as with local networks of people with similar roles in Nottinghamshire. The role will also occasionally support community development activity on our other regional sites to support larger events.

Responsibilities

- Develop an annual plan for community engagement on site, working with colleagues and the new community.
- Work with colleagues, partners and residents to deliver a programme of resident participation events on site, which explore key focus areas including healthy living, nature and ecology, and heritage.
- Implement inclusive community engagement activities in partnership with local residents, council officers, and other agencies.
- Be responsible for co-ordinating community projects and support partners and the new community to deliver their own projects – including the development of a volunteer base.
- Support and encourage the development of social networks to enable residents to become engaged and involved in their growing community and help shape the future community governance approach to embed this.

- Facilitate discussion and co-ordinate engagement between residents and the wider project team to support the roll out of future stages of development, services and amenities.
- Work with housebuilders to facilitate a positive experience for residents joining and being part of the new community – exchanging information and intelligence gathered during the course of the role.
- Work with local communities around the site to support connections between the new and existing residents and to deliver on the Urban&Civic commitment to ensure development minimises local impacts and maximises opportunities and benefits.
- Work with the Travel Plan Co-ordinator to promote active travel opportunities and incentives, as part of both travel plan commitments and the health and wellbeing agenda.
- Develop processes for ensuring that, wherever possible, all community engagement projects/initiatives are managed and delivered in an inclusive manner – striving for wide and representative engagement from the whole community.
- Gather information from residents which will highlight trends and key characteristics to inform events and activities, and ongoing communications, as well as responding proactively with projects to address issues.
- Work with the Communities, Communications and Partnerships lead to produce regular communications and resident updates, including the newsletter and updating social media channels and digital platforms.

Note: there may be a requirement from time to time to undertake other duties and perform other roles within the scope of Community Development

Requirements

Knowledge & Experience

- An understanding of community engagement, development and public service delivery;
- Experience of working within the voluntary sector, local authority, community groups or a similar setting;
- Experience of working directly with people and organising events that bring people together;
- Understanding of different cultures, needs and backgrounds within a diverse community;
- Experience of outputs and outcomes based reporting;
- Understanding of the local area, local partners and communities would be useful.

Skills and Abilities

- Strong team player;
- Strong communication skills;
- Able to adapt to work with different groups of people in a variety of contexts;
- Able to work flexibly, identifying needs and responding appropriately;
- Have a resilient nature - able to work confidently with people; manage challenging behaviour, set expectations and boundaries;
- Confident in the collection, analysis and sharing of data.