

Job Vacancy

Black Prince Trust - Community Officer

JOB TITLE:	BPT Community Officer
RESPONSIBLE TO:	BPT Community Programmes and Partnerships Manager (CPPM)
SUPERVISING:	Kick Start and Volunteers
SALARY:	£26-£30k per annum (dependent on experience)
TERMS:	35 hours per week Monday - Friday Occasional weekend working (time off in lieu) Hours variable including late shift
	25 days holiday (plus bank holidays) per annum
	Contributory Pension Scheme (via NEST)

JOB SPECIFICATION

- To support BPT and Partners on delivering social impact programmes at the Community Hub in line with terms set out in Partner Agreements
- To work alongside BPT officers to develop a programme of activity that delivers on key strategic Social Impact Strands (SIS)
- To Support the BPT wider outreach strategy working with BPT partners; residents associations; local schools and other relevant Lambeth agencies
- Co-manage BPT sessional staff, coaches, volunteers etc.
- Support the BPT Community Programmes & Partnerships Officer (CPPM) to manage BPT funded programmes
- Manage the M&E function for all BPT community activity; regularly review and evaluate data against outcomes and make recommendations for improvement.
- Monitor quality and engagement of sessions and support delivery partners where necessary to adjust or make improvements
- Work closely with strategic partners and referrers to ensure our full range of services is being promoted and relevant signposting is in place
- Contribute to BPT PR & Comms strategy: - social media; website; marketing, promotion, and community updates etc.

Specific tasks include:

- Welcome all customers and participants on site and be helpful in any queries on community activity offering flyers and information. Guide people to use the online booking system where applicable.
- Manage and recruit pool of coaches, sessional staff and volunteers including rota distribution, DBS checks, issuing handbooks and agreements with support from BPT Business, Site & Operations Manager (BSOM).
- To support the BPT CPPM and Officers implementing new community sessions, holiday camps and annual events.

- To support CPPM in managing funding projects and liaise with BSOM on the associated financial budgets and ensure all information is updated on funding spreadsheet as required.
- Deliver community sessions where applicable (training will be provided).
- To ensure private and community sessions start on time and spaces are cleared for the next booking to commence, including locking facilities when not in use.
- Support BPT team in detailed risk assessments with partners / coaches / tutors in line with BPT's Health and Safety Policy.
- Support BPT BSOM in ensuring the site is operating safely by issuing repairs on systems and replacements of equipment when necessary.
- Prepare the BPT CSA data for Lambeth Council on a quarterly basis and support the CEO with monthly DRR reporting
- Create quarterly impact reports and case studies to share with board, funders, strategic and delivery partners. Produce quarterly M&E reports to Community Manager and LBL with corresponding infographics and case studies to be fed into comms plan
- Frequently review and update the plan in line with BPT SIS and any new funding streams or external stakeholder requirements
- Develop and sustain relationships with existing delivery partners to promote and maximize site usage incorporating all 5 SIS
- Meet with key delivery partners on a bi-monthly basis to assess attendance/ outcomes against agreements and make any necessary adjustment to maintain or improve outcomes or user experience
- Monthly catch up with Community Manager to report on impact, successes, areas for improvement & M&E for each partner
- Design and manage content for social media channels (of all parties) in relation to community activity across all the sites
- Identify gaps in delivery or where participation is lower to target and raise awareness through partnerships and targeted comms, maintain BPT database
- Work with relevant strategic partners, recreational providers and NGB's to foster signposting opportunities and develop networks for future collaboration
- Project manage funded programmes inc budgets and timely reporting to funders
- To undergo Fire Marshal tasks with other qualified colleagues (training will be provided).
- To always adhere to BPT policies and procedures, and enforce the rules and regulations put in place around the site with partners and participants.
- To undertake any other tasks as reasonably required within the grade and overall functions of the post.

Required Skills:

- Pro-active self-starter.
- Can operate under minimum day to day supervision with limited levels of support.
- Personable and approachable.
- Community driven.
- Demonstrates Partnership mind-set.
- Experience in the Sport for Development sector.
- IT Competent.

Additional Preferred Skills – (training will be provided to gain qualifications/skills):

- Experience with Measurement & Evaluation systems (specifically Upshot).
- First aid.
- Competent on social media.
- Sports coaching badges i.e. Basketball / Boxing Football Level 1 and 2
- Advanced IT