**Croydon Voluntary Action (CVA)**

**COMMUNITY BUILDER- Job description**

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| **BASED IN:** | CVA |
| **LOCATION:** | Croydon |
| **REPORTING TO:** | Community Development Manager |
| **RESPONSIBLE FOR:** | Hate Crime |
| **SALARY:** | **SP28** £26,277 pro rata (2 days a week) incl. OLA.Post is funded until March 2019 |

**KEY TASKS:**

* Work with and identify young people to be ‘Community Connectors’
* Provide appropriate support and training for Community Connectors, individually and in groups, to ensure they have the right skills to identify assets and to present these findings in a way which will lead to positive change
* Through an asset map promote activities for young people using CVA and partner websites, mailouts and social media
* Liaise with other organisations, staff, police and partners to build relationships, raise awareness and understanding of the importance of listening to and working alongside communities and particularly young people
* Use a range of participatory methods and techniques to ensure that we include and reach under-represented and excluded people
* Initiate Community of Practice meetings
* Organise Ideas Fairs to raise awareness of the strengths and capacities of people and communities to create their own solutions
* Regularly use our app or other online mechanism as a means to gathering field notes for back office analysis and evaluation
* Co-work across other CVA projects (ABCD projects, Croydon Voluntary Sector Alliance, Children, Young People & Families Network, Faiths Together in Croydon etc) and the wider voluntary and community sector

**General**

* Work to CVA policies, procedures and to the CVA Strategic Plan and work plan
* Contribute to wider CVA activities as needed
* Under-take a full DBS disclosure in line with current legislation
* Contribute to all CVA communications including the CVA Website
* Work occasional weekends and evenings
* Attend internal meetings
* Represent CVA as and when appropriate
* Prepare work plans, reports, monitoring and evaluation as required
* Undertake training for professional development

This is not a complete statement of duties and may be amended in the light of changing needs of the organisation after consultation with the post holder.