



Post title: Community Partnerships Officer

Hours of work: 22 hours per week, flexible to the needs of the contract

Salary: £28,500 per annum pro rata

Duration: 12 months fixed term (subject to 3 months' probation)

Responsible to: Operations Team Leader

Location: Based at MVA, Chatham

Aims: To manage and deliver assigned community focused programmes/projects awarded to MVA, ensuring inclusive engagement and promotion within the VCSEF sector and the wider public. Reporting to the Senior Officer, providing regular reports on delivery activities, working within budgets and timescales and ensuring best quality of service to communities.

Major Duties

- To plan, deliver and complete assigned community programmes/ projects which are aimed at addressing specific community issues and are delivered in line with MVA priorities and procedures, compiling and submitting status reports as required.
- Develop detailed programme plans and briefs to meet the aims of the projects, revising these based on changing needs and requirements.
- Ensure that monitoring records and engagement data are accurately inputted and data sets prepared for the compilations of reports.
- Support the Operations Team Leader in monitoring budgets and KPI's of assigned programmes/projects.
- Develop new and maintain existing relationships with community organisations to enable their participants/ service users to be easily engaged in programmes/ projects.
- To work in partnership with communities, co-developing and co-designing new opportunities to reduce health and social inequities.

- Recruit beneficiaries onto programmes/projects, ensuring that targets are achieved for individual projects.
- Ensure that invoices and payments to the VCSEF sector are accurately recorded and processed in timely manner in conjunction with the finance department.
- Work the members of the Projects team on the delivery of external events to launch and showcase projects/programme including the compilation of presentations as required.
- Liaise with other MVA staff to ensure coherence of the MVA offer to both internal and external stakeholders
- Identify potential funding bids and opportunities available to further the work of MVA.
- Support other teams within MVA with project support when it is needed. This will be directed by the Operations Team Leader

Promotion, quality assurance, monitoring and reporting

- Undertake activities, including the compilation of presentations, to promote programmes and projects delivered by the organisation - including attending events, advertising and PR opportunities as required.
- To promote and market opportunities to communities through social media platforms and outreach events to maximise participation.
- To support marketing and communications of programmes/projects delivered by MVA to the VCSEF sector and wider community.
- Establish monitoring and tracking processes to ensure that records are accurately maintained as per the project requirements.
- Undertake quality assurance checks to ensure that all aspects of project delivery are being adhered to including relevant permissions and consents required.

General

- To work within the framework defined by the MVA Equal Opportunities, Safeguarding and Health and Safety Policies
- To attend support and supervision sessions with your line manager
- To attend training relevant to the role and agreed with your line manager

- To complete any other tasks that support optimisation of the project teams performance
- To perform additional duties that fall within the scope of your role as delegated by the Chief Executive
- To complete CRM entries in a timely manner.

Person Specification

	Essential	Desirable
Experience	Delivering and supporting the management of community focused programmes/projects throughout their life cycle	Interest in community development and its value to Medway
	Experience of working with communities, providing support and motivation to achieve positive outcomes.	Awareness of health-related developments e.g. new structures such as Health and Care Partnerships and other Statutory sector shifts in a post Pandemic UK, and how they impact on the Voluntary and Community Sector
	Experience of Programme/Project tools for monitoring, evaluation and reporting using a range of techniques and software	Quality assurance experience
	Effective networking with a range of partners and managing stakeholders relationships.	
	Demonstrated ability to work on own or as part of a team Working as part of a team	
	Experience in delivering events, including the provision of marketing and promotion	

Knowledge	Knowledge of, or experience with, working in the voluntary and community sector	Knowledge of Health Inequalities and health related outcomes.
	Data protection regulations and confidentiality	
	Knowledge and demonstrable understanding of equality, diversity and inclusion and a commitment to EDI practice	
Skills	Well-developed ICT Skills, able to use a number of software packages	
	Ability to manipulate and understand a variety of data sets and report on the same.	
	Active listening and analytical skills	Good researching skills
	Excellent written and verbal communication skills, including report writing, presentation skills and negotiating skills.	
	Excellent interpersonal skills	
	Able to prioritise and manage a complex and varied workload	
Personal	Being a self-starter with a strong work ethic	Interest in community development and its value to Medway and Swale
	Ability to travel independently within the service area	
	Commitment to quality, responsibility, high work standards and initiative	
	Flexible approach to working hours	
	Well-developed organisational and administration skills	
	Flexible approach to working with others and a committed team player	