

Community Coordinator

Job Description

Post Title:	Community Coordinator
Purpose:	• To manage the community hub across multiple schools under the direction of the Senior Leader responsible for Community Development. • To create a warm, welcoming safe space within each school where the local community and families can connect, access resources and support and participate in activities. • To listen to the local community and work with them and other organisations and partners to meet their needs. • To work with the Senior Leader responsible for Community Development to work in partnership with local organisations, charities and projects
Reporting To:	Head Teacher Primary/Academy Community Development Lead

MAIN (CORE) DUTIES	
Community Hub	• Facilitate community activities ensuring they are high quality, relevant and accessible to all community members • Conduct on going community development activity including asset mapping and listening conversations to identify community assets, emerging community needs, monitor the effectiveness of hub initiatives, and adapt provision accordingly. • Implement systems to track the hub's performance and measure against goals. • Manage the hub environment so that it remains a warm and welcoming environment for all those who access it. • Oversee bookings for the Hub, ensuring efficient scheduling and resource allocation. • Generate and issue invoices, maintaining clear communication with clients to ensure timely payments and resolution of enquiries. • Provide comprehension project support for the Hub, enhancing the delivery of community services. • Respond to enquiries on and manage social media accounts, fostering community engagement and information sharing. • Plan, coordinate and support community functions and events, ensuring smooth operations and high-quality experiences for participants. • Maintain and update the community hub's website, social media platforms and promotional materials to effectively communicate activities and opportunities. • Prepare necessary resources and materials for community events. • Coordinate with external providers to source, order and manage inventory of equipment and resources needed for community activities.
Local Community Residents, Schools and Families ?	• Develop and maintain strong relationships with school colleagues, school families and local residents to identify needs and leverage local assets. • Under direction of the Senior Leader responsible for Community Development, implement operational plan for the hub that aligns with community priorities and the hub's goals. • Work closely with the school leaders to ensure the community hub has a strong, reciprocal relationship with the schools. • Build and maintain good relationships with children, young people and families and residents to ensure they are part of the Hub development.

Youth Work (6 hrs)	• Plan, lead and evaluate youth work sessions in a variety of settings including street based, educational and community environments. • Engage young people in meaningful dialogue and activities, promoting participation and supporting their personal and social development. • To maintain safe working environments adhering to safeguarding policies and procedures, including risk assessments and reporting. • Support and voice and influence of young people by encouraging their involvement in decision making within activities and sessions.
Local Community Organisations	• In conjunction with the Senior Leader for Community Development, build and maintain partnerships with local organisations, business and government entities to enhance the hub offering and ensure integrated support. • In conjunction with the Senior Leader for Community Development, represent the Hub in local forums, meetings and networks to advocate for community interests, share best practices and establish the hub as a central resource in the community.
Funding	• Together with the Senior Leader responsible for Community Development, source and apply for funding opportunities for sustainability of the hub, as well as related projects.
Other Specific Duties	
○ Perform additional duties and tasks required for the effective operation of the hub ○ Undertake other responsibilities as directed by line manager ○ Contribute to the schools' Extra Curricular Programme ○ Undertake relevant professional development in agreement with line manager. ○ Communicate effectively with all stakeholders. ○ Attend Hub Meetings with the Hub Strategy team ○ Comply with the Academies Health and Safety Policy and undertake risk assessments as appropriate. ○ Comply with the Academies and United Communities procedures concerning safeguarding and to ensure that training is accessed.	
Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Employees are expected to maintain a standard of dress conducive to their position as professionals and in setting an example to students.	
This job description is not necessarily a comprehensive definition. It will be reviewed periodically and when appropriate to reflect or anticipate changes in the job commensurate with the grade and job title. It may be subject to change or modification at any time after consultation taking into account the circumstances of the schools , United Communities and their implications.	