

# **SUSSEX COMMUNITY DEVELOPMENT ASSOCIATION**

## **Job Description:**

### **Community Development & Health Programme Manager**

**Reporting to: CEO**

**Work pattern: Full time, 37 hours per week**

**Permanent contract, based Newhaven with travel as required  
across E. Sussex to SCDA delivery and other outreach  
locations.**



# **The Organisation**

SCDA was founded in 1997. Its primary purpose is the development of sustainable community-based regeneration initiatives addressing the economic, environmental, and cultural and community needs, and particularly addressing the needs of those most vulnerable in the community.

SCDA now runs a range of projects and services aimed at supporting community involvement across East Sussex. Funding has been secured from a range of sources including European, Lottery and charitable trusts as well as contracts to deliver services and run projects in both Newhaven and elsewhere in East Sussex.

To support its core activities SCDA also runs a number of Social Enterprises. These include Denton Island Nursery, rated as 'Good' by Ofsted, several charity retail shops, and a bicycle recycling scheme.

There are 12 main service areas grouped under 3 broad headings:

Employability – supporting unemployed people across East Sussex, specialising in those who find it hardest to find and sustain paid work.

Community Advice & Wellbeing – delivering a variety of services aimed at promoting inclusion for people from culturally diverse communities; supporting people at risk of anti-social behaviour and hate crime; offering mental health support via affordable counselling services, befriending and support for those bereaved by or at risk of suicide, and offering access to a range of specialist advice provision through partners.

Community Development & Health – delivering targeted and general Youth provision locally; delivering a range of services around emergency and community food & food security; green and open spaces; promoting physical activity and mental health; raising the profile of communities in which we work through regular community events; offering Family Learning and Inclusion activities for parents and carers of Under 5's.

SCDA has a strong track record in partnership working and in the quality of service delivery to meet the needs of the most vulnerable in the community: making a difference in our community.

## **The context of the job**

The organisation currently employs approximately 100 people and continues to grow - especially in terms of its geographic remit and delivery. One of SCDA's Core Values is teamwork and support for colleagues, and we expect all members of staff to demonstrate flexibility within their specified job role and offer continued support to other colleagues and when required.

The post holder will be based at our community centre Hub in Newhaven, with an expectation that there will be some travel to other SCDA hubs, partner outreach and other delivery locations across East Sussex. There is also a requirement to work some evenings and weekends to meet service user and community needs, especially when supporting the delivery of community interest events, or working with the Trustee Board of SCDA.

Additional remuneration is not applicable, as flexing work pattern in the week of such activity is authorised and/or occasional/authorised use of time off in lieu may be granted in accordance with the policy.

SCDA Community Development & Health projects, services and activities remain within a targeted environment where the Programme Manager will have strategic development oversight, be bid writing, managing a multidisciplinary team, and ensuring projects run to target and time and within specific budgets.

By agreement, and as appropriate to programme area demands, the post holder is also able to work from home.

## **Job Purpose**

The purpose of the role of Community Development & Health Programme Manager is to be responsible for the ongoing strategic development of the work area, as well as maintaining oversight of the contracted delivery across its broad but integrated remit.

The post holder is responsible for the operational line management and direction of a multidisciplinary team of Project Managers, Seniors & Development Workers. This team are responsible for designing, fundraising for, delivering & evaluating services and activities which cover the needs of the entire community and across the whole age range to meet identified community needs.

The aim of these activities, services and events is to deliver support, develop learning and individual and community changes to those most vulnerable in the community. These currently include community events; community hub development; youth and family work; emergency and community food provision through community supermarkets, foodbank and East Sussex and Lewes District Food Partnerships; community capacity building; healthy lifestyles activities and community-rooted approaches to addressing health inequalities; access to green, open and blue spaces for health and wellbeing; development of active travel; addressing environmental issues and climate change at a community level.

This is achieved through the coordination and development of appropriate partnerships, and initiating and delivering activities and services through community development approaches which are community-rooted and build stronger, healthier and inclusive communities.

With responsibility for bid writing in support of SCDA's charitably funded activities and services, and collaboration on larger tenders for SCDA community initiatives & services, the post holder will ensure quality of provision and that those projects run to agreed budgets and schedules.

## **Main tasks**

### **Strategic oversight of community services delivery across E. Sussex:**

- Maintain and develop a strategy for promoting and communicating the work of SCDA community-based initiatives to partner organisations, a range of funders and the wider community of East Sussex

- Develop and maintain oversight of identified community needs, at present focussing on communities in The Havens, Lewes, Eastbourne, Hailsham and Bexhill
- Maintain, hold and develop the strategic overview of the Programme area and various services aims alongside individual funded projects' aims, ensuring quality provision and bringing projects in on time and to budget
- Work at a strategic level, identifying and negotiating access to resources which will enable services without grant funding to survive and become sustainable, where appropriate
- In collaboration with colleagues and others, identify gaps in community development service provision, seek out and secure appropriate funding to meet these gaps
- Develop and maintain oversight of the overall SCDA community development and health budget, ensuring SCDA Finance processes are followed
- Develop and contribute to funding tenders to exploit new opportunities for growth and to support the ongoing community development & health work of SCDA across East Sussex.

#### **People Management:**

- Manage the direction, motivation, wellbeing and efficiency of the diverse community development & health team, some of whom work in outreach locations and hubs
- Ensure that the recruitment, management, training and development of staff is directed to achieving the objectives of SCDA
- Conduct and document regular supervisions, performance reviews & annual performance appraisals with staff
- Ensure all internal HR processes, such as annual leave, sickness and TOIL are followed correctly in respect of self and work stream
- Identify and develop opportunities for collaboration and joint working across the SCDA project areas, sharing staff and own expertise and increasing use of best practice
- Demonstrate & support creativity and entrepreneurialism in the creation and development of new opportunities, including fundraising
- Proactively contribute to the design and delivery of services to meet the changing needs of the local community and designated outreach locations and hubs where SCDA operates
- Model SCDA active values and the values which underpin our service delivery
- Model good behaviours and a consistent approach to colleagues, direct reports and subordinates
- Act as a positive ambassador for SCDA in both an internal and external capacity.

#### **Operational duties:**

- Have positive influence and impact on the development & evaluation of services under the umbrella of SCDA community development & health by assisting in the creation and design of ongoing quality and method improvements
- Maintain an overall awareness of the various project budgets that come under the umbrella of 'SCDA Community Development & Health' and their spend over the lifetime of the project/s
- Identify and utilise appropriate methods of evaluation to measure effectiveness of services (including robust and tested external measures such as PAM & WENWEBS)

- Keep accurate records and provide written reports as required and develop and maintain appropriate recording and monitoring systems including adoption of the SCDA database
- Develop research which underpins effective practice
- Provide management and monitoring information as required by SCDA's Chief Executive, and participate in ongoing evaluations of SCDA community initiatives and the impacts of those initiatives for service users.

**Other:**

- Meet regularly with the CEO for supervision and project reviews and take responsibility to follow through agreed areas of work
- Be an active member of the SCDA management team
- Contribute to the overall strategic and compliance development of SCDA through taking specific strategic responsibilities dependent on personal interests, experience and expertise
- Organise and chair team briefs, community development & health meetings and forums for SCDA staff with peer Programme Managers
- Promote and comply with SCDA's policies and procedural requirements with special emphasis on Health and Safety Policy
- Fulfil other duties as may reasonably fall within the remit of this post in order to provide maximum flexibility in meeting the needs of the community development & health work stream.

## **EQUAL OPPORTUNITIES**

Sussex Community Development Association is working towards equality and has policies relating to the equality of opportunity in employment and service delivery. All staff are expected to comply with these policies.

## **HEALTH AND SAFETY**

All staff have responsibility to maintain the health and safety of themselves and others within the performance of their duties in accordance with SCDA health and safety policies and to undertake specific health and safety responsibilities as necessary.

**This job description will be reviewed from time to time or as necessary and may be amended to meet the changing needs of the organisation. It will also be used as the basis for the determination of objectives and the content is subject to annual review.**

**Signed by post holder:..... Dated:.....**

# Person specification

## **Desirable qualifications:**

- Degree or equivalent professional qualification and/or equivalent professional experience

## **Experience:**

- Minimum three years' experience working at management level in a voluntary or community sector organisation sourcing funding, scoping & developing, delivering and evaluating community initiatives & services
- Proven experience of supervising others/managing teams, delegation of work and ongoing team development
- Understanding and experience of managing and delivering community consultation, co-production of services, community asset building and community mapping tools
- Broad understanding and experience of community development principles and how these can be adapted for different communities
- Proven track record of successful bid writing, both at a local and national level, in partnership with others or individually; monitoring & evaluation of projects
- Experience of working with and contributing to company budgets and other financial data
- Track record of designing and developing new services, policies or procedures as appropriate to area of work and which meet community need
- Experience of managing complex and multiple budgets
- High level report writing for funders, Commissioners and others
- Able to identify partnerships and potential networks for future funding opportunities.

## **Desirable experience:**

- Whether directly or indirectly, some experience of working with service users who are facing barriers to accessing services or opportunities, e.g. young people, older people, ex-offenders, lone parents, and people with mental and/or physical disabilities.

## **Essential skills, abilities and knowledge:**

- Able to oversee the development and delivery of contracts to specified deadlines
- Proven ability to liaise effectively with colleagues, direct reports and partner organisations
- Monitoring and evaluation and reporting to a range of funders
- Experience of multi tasking and multi project working
- A broad understanding of equal opportunities, data protection requirements and data protection law & client confidentiality
- Competent user of MS computer systems, especially Excel & Word.

## **Essential personal qualities:**

- Passionate about contributing to positive community growth and change
- A flexible and positive approach to work and challenge
- Ability to work with minimal supervision but as part of a team
- Ability to deliver projects to specified deadlines and motivate others to do so
- Understanding of or willingness to learn about the needs of a wide range of socially excluded people
- Tact, diplomacy
- Resilience to withstand peaks in workload and pressure in funding

- Emotional resilience to work objectively and professionally with vulnerable people.

**Circumstances:**

- Car driver and owner essential as travel expected to outreach and partner delivery locations across E. Sussex; some areas are quite rural and not well served by public transport
- Able to undergo health and enhanced DBS checks as necessary.