

SUSSEX COMMUNITY DEVELOPMENT ASSOCIATION

Job Description:

Community Development & Health Programme Manager

Reporting to: CEO

**Work pattern: Full time, 37 hours per week to
cover a period of maternity leave (1-year fixed
term)**

**Permanent contract, based at Denton Island Community
Centre in Newhaven with travel as required across E. Sussex
to SCDA delivery and other outreach locations.**

**This a community facing role where the job holder is expected
to be operationally available to the staff team at least 4 days
per week, and available to attend community events and other
activity relevant to the role when needed, which can include
evening and occasional weekend work.**



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 Lottery Community Fund and charitable trusts as well as contracts to deliver services and run projects across East Sussex, including from the DWP, ESCC & Home Office.

To support its core activities SCDA also runs a number of Social Enterprises. These include Denton Island Nursery, rated as 'Good' by Ofsted, Sussex Community Counselling and a charity retail shop.

For further reading and information regarding SCDA's Vision please visit:

<https://sussexcommunity.org.uk/wp-content/uploads/2023/03/Our-Vision.pdf>

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; offering mental health support via a range of counselling services, support for those bereaved by or at risk of suicide, and offering access to a range of specialist debt & money advice provision through partners.

Community Development & Health – delivering Youth provision locally; a range of services around emergency and community food & food security; green and open spaces; promoting physical activity and active travel; 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 complex needs within in the community and helping make a difference.

The context of the job

The organisation currently employs approximately 70 people and delivers projects, services and activities across E Sussex. 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.

Based at our community centre in Newhaven, there is an expectation of some travel to other partner outreach and delivery locations across East Sussex. There is also a

requirement to work occasional evenings and weekends to meet service user and community needs, especially when supporting the delivery of community interest events, attending out of normal hours meetings 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.

The post holder must have strong financial acumen with the ability to develop and monitor budgets, analyse and explain variances, manage complex and time-limited funding streams, and collaborate regularly with the finance team. The role also involves developing and supporting project staff in effective budget management.

By agreement, and as appropriate to programme area demands, the post holder is also able to work from home a maximum of one day per week.

Job Purpose

The purpose of the role of Community Development & Health Programme Manager is the ongoing strategic development of the work area, as well as maintaining oversight of the contracted delivery across its broad but integrated remit. The Programme Manager also has a responsibility to be visible in the communities we serve locally and to attend meetings, events and community profile raising within and without normal working hours as needed.

The role leads the operational line management and direction of a multidisciplinary team of Project Managers, Seniors & Development Workers, who are themselves 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 people experiencing complex challenges. These currently include community events; community hub development; youth and family work; emergency and community food provision through community supermarkets, 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 District
- 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 & deliver services in outreach locations
- 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 SCDA reporting tools in use
- 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 & support
- 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 preferred though not essential; travel is expected to outreach and partner delivery locations across E. Sussex and some areas are quite rural and not well served by public transport
- Able to undergo health and enhanced DBS checks as necessary (the post holder is based within our community centre which houses Denton Island Nursery).