

Job Code 33 **Community Development Officer - South West**

Reporting to: Regional Partnerships Director

Purpose: Responsible for co-ordinating community involvement and assisting in delivering targeted, employment and training initiatives across the South West Schemes

Achieving Results

- Acting as first point of contact for residents and surrounding community, providing effective liaison between the community and the project team, from pre-start through to completion.
- Information on community initiatives is fed back into the Project Team and reported on a monthly basis to the Client.
- Assisting with promoting Training & Employment initiatives, working with the HR & Training Manager, co-ordinating community involvement and resident liaison.

Managing the Process

Site Specific:

- Undertake site visits and visit to the surrounding community to establish local groups, schools, councillors etc.
- Prepare Community Development Strategy and make initial contact with residents and surrounding community.
- Prepare and issue notification letters/Community Information Leaflet arranging Community Information Events.
- Produce quarterly Community Newsletters.
- Attend resident/community evening meetings as and when required.
- Liaise with local schools, charities and other organisations.
- Set up Health & Safety talks for site teams attend/be involved in them.
- Research and develop new community initiatives in partnership working with in-house teams, external agencies and third party stakeholders.

Considerate Constructors:

- Implement the Considerate Constructors Scheme and actively promote within the region.
- Attend CCS inspections with Site Manager.
- Ensure CCS is being followed - regular visits to site.
- Attend National CCS Champion meetings and feedback new initiatives to the region.

Internal Service:

- Prepare information for inclusion in the site monthly report for site meetings.
- Ensure information on all community initiatives within the region is provided to Regional Head Office.

Delivering Quality

- Organising Community Information Events and participating in conferences/exhibitions etc.
- Considerate Constructors Champion - helping achieve the regional target of a score over 40.
- Producing Community newsletters to a high-quality standard.
- Attending interviews to help secure new work.

Service First

- Make initial contact with residents.
- Build good working relationships between Clients and residents.
- Prepare and issue notification letters to residents.
- Communicate with residents throughout the works programme.

Technical Skills and Knowledge

	Basic	Intermediate	Advanced
Microsoft Word			
Microsoft Excel			
Microsoft Power Point			
Microsoft Outlook			
Knowledge of existing Lovell projects/initiatives			
Effective researcher			
Knowledge of Employment & Training funding sources			
Knowledge of Employment & Training initiatives			