AYRSHIRE360

Job Outline

Post: Development Co-ordinator

Service: Community Activities

Section: **Community Learning**

Grade: G06

Job Summary:

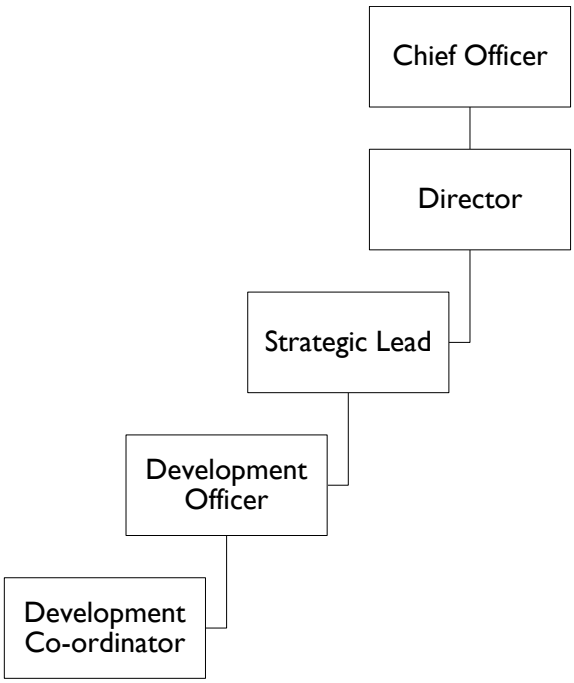
Working within the Community Learning Team, the Development Co-ordinator, Communities will support and strengthen community learning and development activity across East Ayrshire. The post holder will contribute to the delivery of responsive, inclusive and sustainable community-based programmes that build capacity, increase participation and support positive outcomes for individuals and communities.

Operating within a performance management and continuous improvement framework, the post holder will ensure the delivery of high-quality services, support change, challenge the status quo and contribute to the design and delivery of innovative, modern and sustainable community learning and development programmes.

In doing so, the post holder will promote and recognise the importance of Ayrshire360 vision and values:

- **B**eing honest and demonstrating integrity at all times
- **E**ngaging and inclusive with our people, partners and stakeholders
- **S**triving for continuous improvement by being ambitious and aspirational in all that we do
- **T**aking responsibility and being accountable for our organisation and our service delivery

A. SECTION STRUCTURE CHART



B. KEY AREAS OF PERFORMANCE

1. Actively promote, and communicate, the vision, mission and values of Ayrsire360, encouraging positive engagement.
2. Act as an ambassador for Ayrshire360, working collaboratively with partners, stakeholders and communities.
3. Work with and provide practical community learning and development support to a wide range of community groups, organisations and networks.
4. Assist communities to identify needs, priorities and opportunities, supporting the development of community-led actions and activities.
5. Co-ordinate and deliver learning, engagement and development activities that build skills, confidence and resilience within communities.
6. Support community groups to develop capacity through advice, signposting and practical assistance.
7. Co-ordinate the day-to-day operational set-up, delivery and completion of programmes, activities, events, workshops and services.
8. Ensure all programmes and activities are compliant with relevant protocols, policies and procedures.
9. Follow maintenance protocols ensuring equipment is fit for purpose.
10. Undertake property and safety checks and assist with security procedures to ensure the safety, cleanliness and security of buildings.
11. Work collaboratively with all service areas, partners, stakeholders and communities to support cohesive and corporate approaches to joint working.
12. Develop and build effective partnerships that positively impact service delivery.
13. Support the Development Officer in implementing change arising from current and future service delivery.

14. Maintain accurate and up-to-date records relating to activities, participation and outcomes in line with data protection and organisational procedures.
15. Support the implementation and reporting of qualitative and quantitative performance indicators including statutory requirements.
16. Assist in identifying areas for improvement across programmes and services, ensuring best-value principles are applied.
17. Maintain knowledge of current developments and trends to ensure the service remains innovative and forward-looking.
18. Demonstrate high-quality customer and community engagement.
19. Provide clear and accurate information on venues, services and programmes.
20. Provide communications for social media messaging and contribute ideas and content for website and newsletters.
21. Ensure all customer interactions reflect the Trust's Customer Charter.
22. Support the preparation of applications for external funding.
23. Provide advice and guidance on identifying and developing income streams to support programme and service development.
24. Explore creative business opportunities to enhance service delivery and maximise income.
25. Drive forward environmental best practice and promote sustainability through delivery plans.
26. Undertake a wide range of administrative duties in support of programmes, activities, events, workshops and services.
27. Contribute to the effective implementation of administrative, management information and financial systems including card and direct debit processing.
28. Plan and procure supplies and services required to support delivery plans.
29. Support a culture of collaborative leadership across all activities.
30. Promote a positive outward-facing culture of high-performing, customer-focused service delivery.
31. Support the involvement, empowerment, training and development of staff.
32. Participate in the Review and Development process annually with team members.

C. ACCOUNTABILITIES

33. Promote the health and safety of employees and service users, undertaking risk assessments and ensuring compliance with statutory requirements.
34. Ensure all activities comply with Ayrsire360's Equality and Diversity Policies and statutory duties.
35. Ensure adherence to the Trust's policies and procedures for good records management.
36. Ensure all materials and equipment are properly secured and maintained.

37. Exercise initiative and discretion within the Trust's strategic framework.
38. Represent Ayrshire360 at external events and meetings as required.
39. Attend and report to team meetings and working groups.
40. Ensure management information and administrative systems meet statutory requirements and data protection legislation.

This outline is indicative of the nature and level of responsibilities associated with this post. It is not exhaustive and the post holder may be required to undertake other duties and responsibilities commensurate with the grade.

Designation: Development Co-ordinator	Post No:
Service: Community Activities	Section: Community Learning

Attributes:	**Essential Criteria**	**Desirable**
Qualifications	• SVQ Level 3 / HNC in a relevant qualification or equivalent demonstrable experience.	
Knowledge & Skills	• Knowledge of relevant services. • Ability to plan, co-ordinate and deliver programmes, activities and events. • Ability to support community groups to identify needs, priorities and opportunities. • Knowledge of Health and Safety relevant to the work environment. • Ability to complete tasks within a context of competing demands. • Ability to build good working relationships at all levels. • Good planning and organisational skills.	• Working knowledge of the services provided by Ayrshire360 • Knowledge of CLD principles, practice and relevant national policies

	• Competent in Microsoft Office and digital communication tools. • Effective interpersonal and communication skills. • Hold a full current Driving Licence	
Experience	• Worked within a community learning & development or leisure environment. • Experience of delivering programmes, events and workshops sessions to a range of age groups and community audiences. • Experience supporting community groups, volunteers or local organisations. • Experience of carrying out a range of maintenance and property checks • Experienced in cash handling, reconciling revenues and electric point of sales. • Experience in the use of Microsoft Office packages. • Experience of dealing with the public in a customer focused environment.	• Experience contributing to funding applications or income generating activities. • Experience developing community led projects or partnership initiatives

VALUES:	VALUE STATEMENTS
Honesty & Integrity	**B**eing honest and demonstrating integrity at all times
Engaging & Inclusive	**E**ngaging and inclusive with our people, partners and stakeholders
Ambitious & Aspirational	**S**triving for continuous improvement by being ambitious and inspirational in all that we do
Responsible & Accountable	**T**aking responsibility and being accountable for our organisation and our service delivery