

## **Job Description**

### **Group Support Coordinator**

### **Community Services Team**

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| <b>Reports to</b>   | Deputy Chief Exec (Community Services)   |
| <b>Salary</b>       | £25,000 per annum (pro rata)   |
| <b>Hours</b>        | 28 hours per week  |
| <b>Job summary:</b> | To support the Community Services Team to provide a quality and effective general support service to CA Derby members. To coordinate and support Networks and forums that are of use to members. |

#### **1. Group Development Work**

- a. Support groups to look for funding and help them to complete funding applications.
- b. Writing small funding applications with groups.
- c. Work with funders to organise funding surgeries / workshops and attend panel meetings as needed.
- d. Training – identify, design and deliver appropriate training that will support groups to manage themselves effectively.
- e. Provide information of relevance to groups that will support a vibrant VCSE in Derby.
- f. Provide advice and guidance on matters relevant to VCSE groups.
- g. Support the development of groups to meet gaps in Derby via support for a greater VCSE community offer.
- h. Provide or signpost to specialist support and advice services as appropriate and maintain an oversight of VCSE needs and requirements including incorporation models and charitable rules.
- i. Deliver and monitor CA small grant applications.
- j. Lead on, evaluate and report CA group services - monitoring and reporting outputs, outcomes and impact to inform funding requirements and funders.

#### **2. Networks & Events**

- a. Organise the annual Funding, Support and Enterprise Event with support from the Communications & Marketing Coordinator.
- b. Organise the Self Help Network together with developing and supporting partnerships with other networks and forums as appropriate.

#### **3. Administration**

- a. Update the website with group support information and resources.
- b. Updating Community Directory Derbyshire database and produce reports.
- c. Quarterly and annual reporting for funders.
- d. Supporting small grants development and delivery.
- e. Collating information for the social audit report.

**4. Staff responsibilities**

- a. Comply with all policies and procedures, including health and safety and equal opportunities.
- b. Engage in regular staff meetings.
- c. Engage in staff briefings and task groups, where appropriate.
- d. Undertake training and personal development as appropriate to undertake the role.

In addition, the post holder will be expected to carry out any other duties which fall within the scope of the post but not detailed in the above list. This job description is a summary of the main responsibilities and is not intended to be an exhaustive list of duties or tasks.

Signed: ..... Dated: .....