

Job Description

Group Support Officer

Community Services Team

Reports to: Deputy Chief Exec (Community Services)

Salary: £20,000 per annum pro rata

Hours: 25 hrs per week

Job summary: To assist the Community Service Team in providing development support to voluntary and community groups in Derby City.

Provide information and organisational support to new and existing voluntary and community groups.

The post holder will also support training delivery and networking meetings and events as required.

Duties:

1. Service Delivery

- a. To support the Community Services Team to develop and deliver group support services offered by Community Action.
- b. To offer and publicise a service of support to people starting new groups (both to community members and professionals).
- c. To utilise community networks and social media to connect with communities, within the procedures and guidelines of Community Action.
- d. To inform VCS groups about resources, information and support available within Community Action, the voluntary and community sector, Derby City Council and Derby & Derbyshire Clinical Commissioning Group and other partners.
- e. To support training development and delivery and to signpost VCSE groups to other relevant training, as appropriate.

2. Performance management and monitoring

- f. To support effective administration and monitoring information to Line Manager as requested.
- g. Collect and collate monitoring information and support the Funding Specialist and Group Support Coordinator to deliver performance reports against agreed work plan and contracts.

3. Staff responsibilities

- a. Comply with all Community Action policies and procedures, including health and safety and equal opportunities.
- b. Engage in regular team meetings.
- c. Undertake training and personal development appropriate to the role.
- d. Other duties appropriate to the nature and grade of this work as requested by the Line manager