

Job Profile

Job Title: Community Development Manager – The Hill Sports and Community Centre	Responsible to: BCC Church Leader
Salary: £28,000 - £30,000	Date last updated: 8 April 2020

The mission of Banbury Community Church (BCC) is to build a community that reflects Jesus and His desire for Church in the 21st Century, by Making Disciples, Building Community, and by Reaching Out to others.

Main Purpose of the Job/Key Objectives:

To ensure that the Hill delivers towards the mission priorities of Banbury Community Church and that all aspects of its operation reflect the Hill's values of:

- Hospitality/community
- Identity
- Wellbeing (whole life – physical/mental/emotional/spiritual)
- Connecting

To have overall responsibility for the management, programming, forward planning and business development of The Hill Sport and Community Facility; ensuring that the building is run in an efficient, sustainable, cost effective, client-focused and safe manner.

To ensure the effective engagement and development of relationships with members of the community and groups who are at risk of poor outcomes, providing positive activities in order to meet their identified needs in developing whole-life wellbeing as individuals and a community.

To work in partnership with Cherwell District Council, community organisations, voluntary groups and other ministries of BCC to enhance the provision for developing members of the Bretch Hill community and to support an integrated approach to community outreach by BCC.

To promote and safeguard the welfare and wellbeing of all users of The Hill at all times

To promote the voice, views and positive images of The Hill's community

To lead, motivate, manage and develop the staff and volunteers that the post holder has responsibility for.

Funding Note: This post is fully funded by The National Lottery Community Fund for 5 years from 1st August 2020.

Key Accountabilities and Result Areas

This should not be an exhaustive list of all tasks that may fall to the post holder and employees will be expected to carry out such other reasonable duties which may be required from time to time.

Key Result Area	Expected End Result
Engage in and be responsible for the delivery of targeted and preventative services that meet the needs of all sections of the Bretch Hill community	Individuals who are at risk of poor outcomes from across the Bretch Hill area of Banbury are engaged in positive activities and relationships that enhance the individual's assets, qualities and achievement A clear programme for activities delivered by a range of services and groups is activity promoted and advertised to members of the community from all ages and backgrounds.
Lead on aligning the work of The Hill with the overall mission and strategic priorities of Banbury Community Church	The ethos and activities of The Hill demonstrably fulfil the church's mission and purpose statements.
Ensure that the work of The Hill is appropriately integrated into the wider work of BCC, particularly with reference to the Faithworks Furniture Project	Required level of volunteers from within BCC A common approach to shared client pools with Faithworks Furniture Project. Attend weekly BCC staff meetings and awaydays.
Act as key advocate for the work within the church and as a two-way conduit between the two	Tangible sense of ownership of the work across the church
To establish and build relationships with specific sections of the community in order to design and deliver programmes of positive activities that will contribute to meeting the identified needs of the community, including personal and social wellbeing and development	There are many positive relationships offered directly by this post holder and indirectly through supporting other agencies. There is a clear needs assessment process in place that directly informs work plans The Hill programme reflects priorities and needs identified by CDC and partner agencies
Develop future strategies, annual service plan and work plans designed to effectively deliver the targeted services	All staff understand how their role, activities contribute to the delivery of The Hill's planned outcomes and impact
To develop enterprise opportunities that contribute towards the financial sustainability of The Hill	Business, social enterprises and community groups supporting The Hill either through paid use of the building or via financial donations External organisations undertaking activities within The Hill build contribution to Hill overheads into their funding bids
Identify and pursue sources of funding for projects to improve services and/or resources for The Hill	Different tenders and bids submitted on a regular basis to support our work Fruitful relationships established to appropriate corporate partners
Monitor and record all activities as required by funders, focusing on	All records up to date

outcomes for the community and value for money	Outputs and outcomes measured and reported as required
Ensure all building management functions are managed in an effective and efficient manner and that all relevant statutory compliance is achieved.	Building to be opened and available for use as planned/advertised. No systems failures occur. All statutory, including Health, Safety and Hygiene, issues effectively managed and compliant. Safeguarding issues effectively managed.
To ensure a high quality, customer focused service is provided to users and partners within the building.	Low numbers of user and partner complaints. High user and partner satisfaction levels. Consultation with users and partners takes place on at least an annual basis.
To ensure that The Hill is accessed by individual users and groups representing the full diversity of the local community.	All sections of the community are using the centre. Proactively seek partnerships and to organise activities that correct any gaps identified by diversity monitoring
Fulfil the role of budget manager for the post holder's areas of responsibility	Annual budgets prepared Forecasts completed on a monthly basis Monitoring undertaken on a monthly basis Budget on or under breakeven at year end
Ensure positive partnerships are maintained and developed with external organisations, so that The Hill's activities compliment other providers, and do not compete with them.	Positive partnerships developed with external organisations Regular activities delivered in partnership with other organisations
Ensure effective communication within the team and ensure that all staff are kept informed about matters that are relevant to their work	Management team meetings held on a regular basis. Communications disseminated as required One to one meetings held on a regular basis
Responsible for all disciplinary/capability matters within the team including chairing disciplinary/capability hearings as appropriate	Disciplinary/capability matters dealt with swiftly and robustly
Ensure the effective internal and external marketing of The Hill's activities, including promoting positive images of the community as a priority	All Hill activities marketed in an effective manner
Work very closely with CDC and other voluntary sector groups.	Regular meetings held with CDC Communities and Wellbeing Team and local partners Represent The Hill at stakeholder groups, such as Brighter Futures, Age Friendly Banbury etc.
To be the Safeguarding Officer for all activities and events at or organised by The Hill	All safeguarding incidents dealt with in accordance with the BCC policy All staff and volunteers properly trained and DBS checks undertaken and kept up-to-date

Person Specification

Essential	Desirable
As a key Manager within Banbury Community Church the postholder must demonstrate their sympathy with the Christian faith and the mission of BCC	A theological qualification relating to social mission
Able to express a heart and vision for community development and how the church effectively serves those facing deprivation and low aspirations in ways which co-develop programmes to build community and total wellbeing	
Experience of working with people facing disadvantage and/or social exclusion	A relevant qualification in youth/community work
Experience of effectively managing paid staff and volunteers	Experience working within a charity context overseen by trustees
Demonstrate emotional intelligence by exercising empowering leadership which: <ul style="list-style-type: none"> • Sets and communicates clear direction • Promotes a positive team environment • Trusts staff to deliver work once delegated appropriately • Encourages work life balance • Recognises and acknowledges success and good performance • Leads by example 	
Experience of working with a range of ages of community members in a variety of different settings and of programming and managing a range of services for community members	Experience of managing a community building/sports facility
A demonstrable commitment to diversity, including encouraging a diversity of clients through proactive programme and partnerships management	
Proven ability to build effective collaborative relationships at personal and organisational level	Experience of working within or partnering with a local authority
Results driven within a context where these are measured in both qualitative and quantitative ways	
Experience of effectively recording and monitoring outputs and outcomes of activities and preparing appropriate reports to funders and partners	Experience of partnering with and reporting to Sport England and The National Lottery Community Fund
Ability to plan own time and workload in order to deliver project objectives to agreed timescales, balancing long term aims with short term priorities	
Ability to produce and implement a budget, monitoring spending against it	