

# **MASCOT**

**(Maybury and Sheerwater Community Trust)**

## **Community Development Manager, Maybury**

### **1. Job Purpose**

To facilitate community development and interaction between service providers in Maybury; and to act as a catalyst, facilitator and deliverer for local initiatives owned by the people of Maybury that will address the underlying causes of deprivation and isolation within the community.

### **2. Main tasks, duties and responsibilities**

- Ensure that the agreed programme of activities takes place satisfactorily; where possible hand over the actions to a lead volunteer
- Recruit and oversee, encourage and empower volunteers to meet the identified community needs that the Charity seeks to address
- Assess risks, and manage activities and volunteers within the principles of safer recruitment
- Identify and understand priorities for individuals and the community, building on and developing a programme of activities to address those priority needs, working closely with other service providers in Maybury, particularly but not limited to St Pauls Church
- Focus on an ethos / attitude of 'self-help' among contacts; encourage small scale initiatives which meet those needs including through the provision of small scale funding, training and mentoring support.
- Provide simple reporting on activities, and support the Trustees in seeking funding from appropriate bodies; attend 6 Management Committee and Trustee meetings per year.

### **5. Accountability**

This role is accountable to the Trustees of MASCOT who will appoint one of their number as a regular contact and will ensure that appropriate support and training is provided to undertake the roles effectively. Initially, the direct line manager will be Michael Archer.

Hours of work to be agreed with the line manager, based on the requirements of the job and the availability of the employee.

### **6. Location, start date, application process**

The Community Development Manager will be offered shared office space at St. Paul's Church, Woking, although it is envisaged that, due to the nature of the role, much time will be spent facilitating events in suitable locations locally and around Maybury.

The starting date is to be agreed, as soon as possible.

Applications to be submitted by midday on Wednesday, 9th November 2022.

Interviews to be held on Monday afternoon / evening, 14 November 2022.

Application forms may be obtained from Michael Archer at [michael1962archer@gmail.com](mailto:michael1962archer@gmail.com).

This role will largely be undertaken during the “normal working day” although some work outside those ‘normal’ working hours may be required.

## **7. Benefits**

£8,500 - £10,500 per annum for 2 days per week depending on experience, with 10 days holiday per year.

While falling below the statutory level for compulsory enrolment, Mascot will match employee contributions to their personal pension scheme up to 4%.

Reasonable expenses will be reimbursed and training provided where necessary and appropriate.

## **8. Length of Contract**

The contract will be for an initial period of 1 year. Subject to sufficient funding, the position may be on-going after that.

## **9. Person specification**

### Essential criteria

The candidate must:

- have a willingness to commit themselves to serve the people of Maybury and Sheerwater, and be in sympathy with the values of Mascot;
- have experience of being involved with their local community;
- have experience of working/volunteering with people of diverse backgrounds;
- be able to work with limited supervision – a self-starter;
- be well organised and efficient;
- have a preference for managing and finding others to do, rather than wanting to do everything themselves (within bounds of realism)
- be a good communicator; and be computer literate with a working knowledge of e-mail, Microsoft Word, Excel and PowerPoint.
- The person appointed to this post will be required to provide a current DBS check.

### Desirable criteria

- An awareness and understanding of other cultures;
- Understanding of the laws regarding vulnerable adults and children with experience of safeguarding of children and vulnerable adults;
- Knowledge of charity governance and the legal framework within which charities work;
- Experience of charitable fundraising;
- An understanding of the communities of Maybury and Sheerwater in Woking;

MASCOT is an equal opportunities employer.