

**Chase and Kings Forest Community Project
Infrastructure Support Officer
Job Description**

Job Title:	Infrastructure Support Officer
Line Managed by:	Locality Manager of the Chase and Kings Forest Community Project (CKFP)
Responsible for:	Some volunteers
Hours:	17- 21 hours per week, depending on a funding decision expected in early Feb 12
Working Days:	Working week is Monday to Friday 9am to 5pm. Some evenings and weekend working will be required.
Base:	Clocktower Association, Warmley. Seeking to move into Kingswood shortly.
Contract:	Permanent - subject to funding
Salary:	£25,000 per annum pro rata + 3% pension
Holidays:	25 days plus bank holidays (pro rata)
Funder:	Local Strategic Partnership –“Our Area Our Future” – South Gloucestershire Council

Purpose of the Post

The purpose of this post is to strengthen the community voluntary sector through providing support, advice, information and training to groups and organisations in the Chase and Kings Forest area. The post holder will build on the work that has been delivered in the priority neighbourhoods and expand this across the whole area.

Responsibilities

1. Work with groups across the locality to deliver the “Fit for Future” organisational health checks and work with the Services Development network to identify and develop resources.
2. Work with voluntary community sector organisations to prepare them to meet commissioning requirements, develop business and sustainable funding plans.
3. Develop and maintain community voluntary sector, public and private sector networks.
4. Identify and develop partnerships.
5. Identify local training needs and support groups to access training.
6. Provide information to the sector through the newsletter and e-bulletins.
7. Support organisations to complete the sector survey and promote its importance and benefits.
8. Maintain and add to the sector database through active research of groups.
9. Support the Locality Manager in identifying and developing income generation opportunities.
10. Deliver income generating projects or work for Chase and Kings Forest Community Project.
11. Signpost groups and individuals to the Volunteer Services and link in with the work of the Community Development Worker to provide a coherent service.
12. Contribute to the development and delivery of the PQASSO Quality Management System.

General Accountabilities:

1. This job description only contains the principle accountabilities relating to this post, and does not describe in detail all the duties required to be carried out.
2. Duties must be carried out in line with the commitment of the CKFP to encourage equal opportunities and sustainability.
3. Ensure that the output and quality of work is of a high standard and meets current “best practice” standards of the sector and PQASSO Quality Management System.
4. Work in a way that contributes to the continuous improvement of the quality of the service being delivered.
5. Be aware of and follow the requirements laid down by the relevant inspection and statutory bodies.
6. All employees have a responsibility for their own safety and must not endanger the safety of colleagues / visitors in the workplace. They must ensure that safe working practices are adopted and a safe working environment maintained in the work areas they are responsible for.
7. To attend staff meetings as required, negotiate and work towards targets and deadlines agreed with the Line Manager.
8. To participate in staff supervision sessions and employee development reviews as required.
9. To undertake such other tasks as may reasonably be required commensurate with the grading and nature of the post.

Last reviewed: Jan 2012