



BATH CITY FARM

Job title:	Twerton and Whiteway Community Network Coordinator
Hours of work:	15 hours (2 days per week) job share
Contract type:	5-year fixed term (funding secured for this period)
Salary:	£28,510 per annum pro rata (actual salary £11,404)
Responsible to:	Line managed by the Bath City Farm Director and reporting to the Network Steering Group.
Responsible for:	No line management but will involve lots of volunteer coordination

This appointment will be subject to an enhanced DBS check. Occasional evening and weekend work required.

This is a community facing role and so the majority of the work will **not** be able to be carried out remotely.

This is a job-share role to work with the current postholder who works 3 days per week.

About the Network and the role:

The Twerton and Whiteway Community Network is a group of community organisations which have been working in partnership for the past three years to improve the neighbourhood where we live and work. We dream of creating a space where local community organisations and residents can come together to have a voice and take joint action to make this area a better place for everyone.

Formed shortly before the Covid pandemic, when local organisations needed to work more closely together to provide emergency relief, share information and communicate to make sure that vulnerable members of the community were supported through the challenging times, we have been meeting regularly since 2020 to ensure we are making the most of our collective resources and involving residents. Whilst organisations have been key to getting the Network established, we are now ready to launch the next phase of the Network's development and make it truly resident-led.

Funding has been secured from the National Lottery to pay for a Network Coordinator role, who will work between all community stakeholders and ensure that

residents' needs are championed and translated into practical action. There is budget for community events and activities as well as meetings to progress resident ideas for the area. The Coordinator will also develop and manage a Micro Grants programme.

The Network is also engaged in a community research project. It is hoped the Network Coordinator will play a key role in delivering the research and implementing outcomes in collaboration with residents.

The Network Coordinator will be employed and line managed by Bath City Farm. The role will also be supported with strategic direction from the Network Steering Group, including Bath City Farm. The Coordinator will have a base at Bath City Farm, however much of the work will take place in the community and hot desking at other organisations within Twerton and Whiteway. This will be essential to enable the Coordinator to build connections throughout the local neighbourhood.

Each working day will vary depending on your scheduled activities for that week. You need to be accessible to the communities you serve. This means there will be some evening and weekend work, so considerable flexibility is required.

Farm staff are expected to carry out their roles in line with the Farm's core values (the Coordinator will play a key role in developing the vision, mission and values for the Network):

- **Inclusivity and diversity:** our farm community is drawn from a wide range of different backgrounds, and we promote a culture of respect for all.
- **Protecting the natural environment:** we work to increase biodiversity and promote environmental sustainability in all our activities and choices.
- **Valuing individuals:** we believe that each individual has unique gifts and talents, and we constantly look for ways to help them fulfil their potential.
- **Affordability:** as a founding principle, we believe it is essential that the farm remains free for all to access, and we strive to provide goods and services that are free or affordable to the community.

Overall purpose of job:

The Network Coordinator will lead on the development of the Twerton and Whiteway Community Network and involve residents proactively in positive community action. The Coordinator will work with the member organisations, local residents and allies to build the Network's strength and sustainability.

Taking a community organising and strengths-based approach, the Coordinator will drive resident engagement and transform the Network to be resident-led. They will

coordinate a programme of community events and activities that respond to specific needs within the community, building social action from the grassroots.

Strategic objectives:

- Twerton and Whiteway Community Network is sustainable, well embedded and established in the community with a strong, positive local profile and an excellent communications network.
- Twerton and Whiteway residents are enabled to take forward or influence key actions which have led, or will lead to, to visible change and improvements locally, in line with local priorities.
- Membership of the Twerton and Whiteway Community Network is strong and active, with a clear and transparent process for membership established.
- Twerton and Whiteway Community Network has strong partnerships and a confident and positive brand awareness with external organisations to support the delivery of shared aims which benefit Twerton and Whiteway.

Main duties and responsibilities

- Build the membership of the Twerton and Whiteway Community Network, developing a clear and transparent process for resident, organisation and business involvement across the programme of activities.
- Working with the Network Steering Group, develop the Strategic Plan and annual Action Plan for the Network.
- Work with the Steering Group to regularly review and evaluate progress against the Strategic Plan.
- Facilitate a programme of community events and activities that meet community needs.
- Coordinate and develop communications, marketing and publicity, working closely with residents and the Network Steering Group.
- Work with the member organisations, stakeholders and local community towards the creation of a Neighbourhood Plan.
- Build and maintain positive and productive relationships with key external partners and funders.
- Ensure the smooth day-to-day running and administration of the Twerton and Whiteway Community Network, including working with Network members to coordinate and plan meetings, activities, and workshops.
- Take responsibility for ensuring that the Twerton and Whiteway Community Network is complying with all funding agreements, and that monitoring and evaluation requirements are met.

Leadership and Management responsibilities

- The role has no direct line management responsibilities, however there will be lots of volunteer coordination.
- Overall responsibility for the delivery of the Network Strategic Plan.

- Responsible for the day-to-day management of the Network budget.

Communications and relationships responsibilities

- Lead on all promotional activities including managing social media accounts, mailing lists, creation of posters and flyers.
- Hold regular meetings with local councillors and other stakeholders to ensure we are taking a joined-up approach.
- Bring the best out of the Network by working between the organisations and residents and building positive relationships.
- Create opportunities for residents to have their say and to create a culture of inclusion and belonging.

Fundraising, income generation and social enterprise responsibilities

- Ensure we are delivering activity in line with our funding agreements and meeting all requirements in terms of reporting.
- With support from the Steering Group, secure funding for the Network's Micro Grants scheme.
- Help residents to access additional funding to facilitate additional events, purchase equipment or enable improvements to the local neighbourhood.
- Identify and access funding and resources for the ongoing delivery of the Twerton and Whiteway Community Network and its work.

Problem solving and autonomy

- Address community issues in a calm and considered way, taking into account a wide range of perspectives. Seek solutions that build greater understanding and cohesion amongst all members of the community.
- Draw on the strengths and collective resources of the local community and allies to bring about positive changes.

Other key job elements or requirements to note

- Have an awareness of and work in accordance with the Farm's safeguarding policies for children and vulnerable adults.
- Attend staff meetings and development/training days as required.
- Work within agreed policies and procedures at the Farm and within other organisations whilst in their spaces.
- Ensure that the output and quality of your work is of the highest professional standards.

Person specification

Experience	
Essential	Desirable
<ul style="list-style-type: none"> • Significant experience carrying out community work in a paid or voluntary capacity. • Experience working alongside a diverse range of people. • Strong connection to the local area of Twerton and Whiteway. 	<ul style="list-style-type: none"> • Experience of coordinating community events and activities. • Experience of coordinating volunteers.
Competence, Knowledge and Skills	
Essential	Desirable
<ul style="list-style-type: none"> • Effective communicator and networker. • Strong community engagement skills - able to knock on doors and speak to residents. • Able to take a participatory approach. • Good administrative skills, including IT and telephone. • Project management skills. • Social media skills. • The ability to balance longer-term strategic work alongside the day-to-day activities of the Network. • Excellent written and verbal communication skills. • Good knowledge of a wide range of policies and procedures including Data Protection, Health and Safety and Safeguarding. 	<ul style="list-style-type: none"> • Understanding of the issues faced by people living in disadvantaged communities. • Experience of producing an effective Neighbourhood or Community Plan. • Fundraising skills. • Knowledge of what's already going on in Twerton and Whiteway.
Personal Qualities	
<ul style="list-style-type: none"> • Ability to communicate warmly and diplomatically, building trust and respect with a wide range of people at all levels. • Able to identify community skills, assets, issues and needs. • Champion an inclusive and participatory approach. • Good listener - who is able take on board all the community views and voices. 	

- Able to have good ideas but also flexible to respond to local needs.
- Assertive and strong but also friendly and understanding.
- Passionate about community development.
- Able to engage with a diverse group in the local area including older people, students, refugees.
- Conscientious, self-motivated and hardworking ensuring tasks are completed in good time and to a high standard.
- Dynamic and innovative with an ability to be flexible and deal with a wide range of issues at the same time.
- The ability to maintain a professional attitude and boundaries whilst working with project volunteers, stakeholders, staff team and management committee.
- Resilient and adaptable to a changing working environment, with the ability to work confidently and flexibly through periods of development.
- Highly organised with good time management.