

## JOB DESCRIPTION

<b>Job Title</b>	<b>Ukraine Community Support Project Manager</b>
Last review date	April 2022
Line Manager	Chief Executive Officer
Base of Work	Community Impact Bucks Office (currently Monks Risborough) with some home working.
Hours	28-35 per week
Salary	£32,240 per annum full time equivalent (actual salary will be pro rata to this)
Contract	9 months Fixed Term Contract

## ABOUT US

### About the Charity:

At Community Impact Bucks we are passionate about helping people to get involved and make a difference in Buckinghamshire communities.

We do this by:

- Supporting **people** to find volunteering opportunities, and develop their skills and knowledge through volunteering and training.
- Supporting **charities and other not-for-profit** groups with information, advice and training, and helping them to have a collective voice in matters that affect them and the people or environment they support.
- Working with **communities** to identify their needs, the solutions they want to see, and help them to make change happen.

Established in its current form in 2010, and with a 35-year history of supporting communities in Buckinghamshire, Community Impact Bucks is at the heart of the charity, voluntary and community sector in the county. We are the nationally accredited Volunteer Centre and the Rural Community Council for Buckinghamshire.

### About the Buckinghamshire Ukraine Community Support project

Community Impact Bucks chairs a working group to co-ordinate Community Capacity to support Ukrainian refugees arriving into the county as a result of the war in Ukraine, as part of a cross-sector partnership led by Buckinghamshire Council.

The Buckinghamshire Ukraine Community Support project will support and develop the capacity, capabilities and connections to enable community action that meet the needs of Ukrainian refugees and enable them to thrive within Buckinghamshire's communities.

It will do this through:

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- Networking & support for charities, voluntary & community groups and social enterprises working to support Ukrainian refugees
- Information sharing through channels including social media, email newsletter and events
- Needs analysis, gap analysis, and facilitating solutions
- Enabling and empowering communities, and in particular Ukrainian residents, to develop and provide safe and high quality community activities to meet needs.

This project is funded by Buckinghamshire Council.

### Project model

Community group support	Co-ordination and provider support	Hosts support	Refugees support
<ul style="list-style-type: none"> <li>• Facilitate virtual peer support network for community groups</li> <li>• Resource &amp; information-sharing – email, social media &amp; events</li> <li>• Understanding needs, facilitating solutions</li> <li>• Representation &amp; advocacy</li> </ul>	<ul style="list-style-type: none"> <li>• County-wide co-ordination and brokerage of support activities</li> <li>• Knowledge management</li> <li>• Needs and gap analysis</li> <li>• Joining up, enabling &amp; co-producing solutions</li> </ul>	<ul style="list-style-type: none"> <li>• Joining up with existing local host networks and key support provision in the county (in particular Connection Support Host Service)</li> <li>• Support to develop new host networks</li> </ul>	<ul style="list-style-type: none"> <li>• Providing bank of volunteer interpreters</li> <li>• Developing other centrally-deployed volunteer roles based on emerging needs e.g. befriending</li> <li>• Enabling integration and co-producing new activities</li> </ul>

### JOB PURPOSE

Reporting into our Chief Executive Officer (CEO), this fixed term role will manage Community Impact Bucks' work coordinating and enabling community action across Buckinghamshire to support Ukrainian refugees moving to the county.

The post-holder will be responsible for delivery and coordination of a high-quality programme of support to enable community action that meet the needs of Ukrainian refugees and enables them to thrive within Buckinghamshire's communities. This includes providing:

- Networking & support for charities, voluntary & community groups and social enterprises
- Information sharing through channels including social media, email newsletter and events
- Needs analysis, gap analysis, and facilitating solutions
- Enabling and empowering communities, and in particular Ukrainian residents, to develop and provide safe and high quality community activities to meet needs.

### KEY RESPONSIBILITIES & ACCOUNTABILITIES:

#### Project Management

- Support the CEO in the development, delivery and evaluation of the project, ensuring it meets contractual obligations, operates within budget and achieves the desired impact.
- Supervise, develop and line manage staff, volunteers and associates in delivering the work programme.
- Where appropriate, develop and secure income sources, including charitable funds and public donations, to enhance provision.

#### Relationships Management

- Develop excellent relationships with a wide range of stakeholders across the public, private and voluntary sectors.
- Bring together networks and connect local voluntary organisations with each other for collaboration, peer support and information-sharing.
- Connect strategic and statutory partners with communities, for example to deliver information workshops on issues such as housing, employment and benefits, and health services.

#### VCSE & Community Development

- Broker connections to community services and activities.
- Provide 1:1 support to charities and voluntary groups, using a coaching style to support service-users to identify needs, devise solutions, and develop actionable plans.
- Support communities to establish new activities, helping them to identified needs, engage local partners, co-produce activities to meet those needs and, where necessary, support them to access funding opportunities.
- Devise/update guidance and resources for VCSE organisations and communities.

#### Information management & evaluation

- Maintain and share knowledge and information of Ukraine community support activities.
- Bring together and share rich insights and from community groups and experienced VCSE providers.
- Lead and develop needs and gaps analysis to inform community support and influence policy-makers.
- Provide insight, recommendations and briefings to board meetings, events and other information sharing forums.
- Lead on day-to-day monitoring and impact evaluation for the project.

#### SAFER RECRUITMENT

Community Impact Bucks is committed to safeguarding and ensuring the welfare of children and adults. This is a responsibility that is shared by all staff and volunteers.

The suitability of all prospective employees or volunteers will be assessed during the recruitment process in line with this commitment. We have safeguarding policies in place which staff/volunteers

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are expected to read at induction and keep up to date with any policy changes throughout their employment and/or volunteering experience. Regular training is provided.

This post may be subject to a Disclosure and Barring Service check.

## PERSON SPECIFICATION

	<b>Essential</b>	<b>Desirable</b>
<b>About you</b>	<p>A desire to effect positive change, and a genuine interest in communities and their well-being and development.</p> <p>An excellent communicator with experience in giving presentations and writing reports for a range of audiences.</p> <p>A self-starter who is able to plan ahead, work independently, be self-motivated and use own initiative.</p> <p>Have a flexible approach, willing to try new things and test effectiveness.</p> <p>A natural collaborator with a positive, solution-focused approach.</p> <p>Able to work outside normal office hours on occasion.</p>	
<b>Education and qualifications</b>	Evidence of ongoing professional learning and development.	
<b>Experience</b>	<p>Successfully leading projects from inception to close-down, including setting realistic delivery timeframes, meeting project objectives, and monitoring and reporting outcomes.</p> <p>Successful partnership working and relationship building with key stakeholders including local authorities, voluntary sector and local communities.</p> <p>Working with people from a variety of backgrounds and a strong commitment of</p>	<p>Working within the VCSE sector in a paid or voluntary role.</p> <p>Community development or community organising.</p> <p>Working with people from marginalized/ vulnerable/ disadvantaged groups, in particular refugees.</p> <p>Providing advice and support to organisations, in particular VCSE</p>

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	<b>Essential</b>	<b>Desirable</b>
	<p>diversity and inclusion values.</p> <p>Using social media, video calls and other online communication channels.</p>	<p>organisations.</p> <p>Supervising staff and volunteers.</p>
<b>Knowledge, skills and abilities</b>	<p>Able to judge situations and personalities quickly and adapt style accordingly.</p> <p>Able to work under pressure, multi-task and meet strict deadlines.</p> <p>Excellent organisational, planning and management skills, with strong attention to detail.</p> <p>Good numeracy skills, competent user of databases and the Microsoft suite of software.</p> <p>Ability to work collaboratively.</p>	<p>Ukrainian and/or Russian language speaker.</p> <p>Good understanding and experience of impact and outcome measurement and evaluation.</p>
<b>Other work-related requirements</b>		<p>Either full, valid driving licence and access to private means of transport or ability to demonstrate how you will meet this requirement.</p>