

JOB DESCRIPTION

TITLE OF POST: Capacity Building Worker

GRADE:

HOURS: 28 hours per week

RESPONSIBLE TO: Named line manager in each organisation

PURPOSE OF THE POST

- To enhance the work of voluntary and community organisations in Newham by offering tailored support on fundraising and financial management, managing projects and helping to build the sustainability of the groups.
- To be responsible for the day to day delivery of the Advance to Deliver project, including quality assurance and monitoring.
- To develop and deliver training, in partnership with other LIO's, to meet capacity building needs of participating voluntary sector organisations.

EQUAL OPPORTUNITIES

Aston Mansfield, The Forum and NVSC have a strong commitment to achieving equality of opportunity in both services to the community and employment of people. All employees of the 3 lead organisations are expected to understand and actively promote its policies in their work.

JOB SPECIFICATION

Key Duties:

- Provide capacity building support to new and small community groups.
- Provide an outreach service in various localities in the borough.
- Facilitate partnerships between smaller groups and between them and larger front line organisations
- Signpost and cross refer groups between other capacity building agencies including regional and national

- Support the AtD Steering Group
- Actively participate in the Capacity Builders Working Group
- Support networking and training events led by partner agencies

Essential Criteria

- At least two years experience of working as a capacity builder and working with voluntary sector groups.
- Experience of marketing and publicity strategies, taking into consideration the diversity of the target audience.
- Proven experience of working with marginalised groups.
- Experience of developing, planning, organising and delivering training programmes.
- Excellent communication skills.
- Good presentation skills and report writing skills.
- Experience of outreach working
- Ability to work unsupervised and to use initiative
- Experience and competence in using a word processor and computer software packages.
- An understanding and commitment to Equal Opportunities
- Willingness to work flexible hours including some evenings and weekends

Desirable

- Practical experience of project management with an understanding of the full project life cycle and risk management

- Knowledge and experience of working in the London Borough of Newham or a similar area.
- Experience of delivering training programmes to diverse communities.