

<b>Job Title:</b>	<b>Black Country Near Neighbours Coordinator</b>
<b>Accountable to:</b>	<b>Transforming Communities Together Lead Development Worker</b>
<b>Conditions:</b>	
<b>Hours of work:</b>	Full-time (35 hours / week)
<b>Base:</b>	Small Street Centre, Walsall WS1 3PR
<b>Salary:</b>	£28,665 plus pension contribution
<b>Contract:</b>	permanent
<b>Mileage Allowance:</b>	Rate (1 <sup>st</sup> 10,000 miles in tax year) 45p per mile
<b>Annual Leave:</b>	25 days FTE

## Background

Transforming Communities Together ([TCT](#)) is a joint venture between the Church Urban Fund and the Diocese of Lichfield. We are part of the Together Network linking with 19 other independent joint ventures across England. We were established in 2014 to build capacity and resilience in communities to tackle poverty in and around Staffordshire, northern Shropshire and the Black Country. We deliver several initiatives including Near Neighbours, Dementia-Friendly Churches, Just Finance Black Country, Wolverhampton Poverty Truth Commission, as well as work on the themes of homelessness, asylum-seekers, human trafficking, and families' champions. A review of 2018 is available [here](#). We currently employ three full-time and five part-time staff. TCT delivers Near Neighbours and other programmes across the Black Country, parts of which fall within the dioceses of Worcester and Birmingham. We work alongside Sandwell Churches Link. The Chair of the Trustees is the Director of Transforming Communities for the Diocese of Lichfield.

## Near Neighbours

[Near Neighbours](#) is an initiative of the Church Urban Fund and the Church of England. Near Neighbours brings people from different backgrounds together for initiatives that improve their local neighbourhoods. It is a response to the Government's desire to provide resources to strengthen human relationships in multi-religious and multi-ethnic neighbourhoods. The programme has two aspects. First there is a Small Grants Fund, with grants up to £5,000; last year we secured 16 grants totalling £48,300. Second there is a training programme promoting cohesion and building up capacity, recent examples being Catalyst (youth leadership development), Real People Honest Talk (community dialogue) and Church/Mosque Twinning. Fresh guidance as to priorities is provided each year, such as leadership development for women. Nationally, Near Neighbours seeks to promote [Places of Welcome](#). The Ministry of Housing Communities and Local Government has funded Near Neighbours each year since 2011, with the Black Country Hub opening in 2014. There are also hubs in Birmingham, East London, East Midlands, Greater Manchester, Lancashire, Luton, Peterborough, West London and West Yorkshire.

## Key Relationships

Across the Black Country

- TCT development workers
- Parish clergy, ecumenical colleagues, other faith leaders, and their communities
- Faith-based and community groups
- Walsall for All and other Local Authority colleagues

Nationally

- Near Neighbours Programme Director and central office staff
- Near Neighbours Coordinators at other Hubs
- Partner Organizations, currently Christian Muslim Forum, Nisa-Nashim, CCJ

## **Job Purpose**

To coordinate and develop Near Neighbours in designated areas across the Black Country by:

- Initiating supporting and strengthening association between people and groups of different faiths and ethnicities.
- Encouraging social action initiatives and opportunities for training and development, networking and engagement
- Overseeing the Near Neighbours Small Grants Fund and training programmes,

## **Key Responsibilities**

The post holder will

- Promote Near Neighbours across the Black Country.
- Develop and coordinate Near Neighbours work
- Explore the potential for additional activity which supports and strengthens associations between people and groups of different faiths and ethnicities
- Encourage and support leaders in faith communities and community groups in creating and deepening trustful relationships and engaging across boundaries of faith and ethnicity
- Resource people and groups undertaking Near Neighbours community initiatives by offering capacity building and training through Partner Organisations.
- Coordinate the development of a network of Near Neighbours initiatives and community enablers
- Oversee the Near Neighbours grants programme.
- Engage in monitoring and evaluating the effectiveness of the programme and cooperate with monitoring procedures and any external evaluation
- Communicate with Near Neighbours national office (at CUF) regarding implementation and monitoring of the programme.
- Link with the other Near Neighbours regional teams

## **Specific Duties:**

The post holder will:

- Promote involvement in Near Neighbours through visits to local community groups, multi faith forums and other groups, appropriate publicity and links with the media, public speaking and making presentations to raise awareness of the need to make associations
- Contact and visit parish clergy, leaders of ecumenical partner churches and faith leaders to promote Near Neighbours
- Strengthen existing networks of association and trust, and engage in the development of new networks as appropriate
- Encourage and support new activity enabling the building of new associations.
- Offer ongoing support to identified community enablers, including volunteers, and others with access to capacity building resources for individuals and groups
- Offer advice and training in engagement and religious literacy

- Provide access to Near Neighbours Fund grants, working in partnership with Near Neighbours Funding staff based at CUF
- Develop a network of grassroots leaders, using existing networks, and seek to expand these networks, particularly engaging with disadvantaged or hard to reach groups
- Maintain accurate and effective records of all work undertaken including visits, resources and applications.
- Provide the Near Neighbours team and staff of CUF with all the information they require for impact evaluation of the Near Neighbours Project nationally
- Participate in the development and monitoring of appropriate evaluation systems for Near Neighbours
- Meet regularly with other regional Near Neighbours teams sharing good practice, offering and receiving resource and support

### **Organisational duties**

The post holder will

- Manage the Near Neighbours grants programme including preliminary assessment, support of groups, and evaluation of activities, coordinating effectively with diocesan and other relevant bodies
- Work as a member of the staff team sharing responsibility with other staff for maintaining a high quality of delivery of all activities.
- Work within the context of the national Near Neighbours initiative
- Collect and collate monitoring information and produce reports as necessary
- Develop links between Near Neighbours and other programmes linked to community engagement

There may be additional tasks not listed above that arise which the trustees will deem the responsibility of the post holder.

<p>To apply: send your completed application form no later than 10am Monday 10<sup>th</sup> June, <u>preferably by email</u>, to:  <a href="mailto:david.primrose@lichfield.anglican.org">david.primrose@lichfield.anglican.org</a>            (Revd Dr David Primrose, Hill House, Bednall, Stafford, ST17 0SE)</p>
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<b>Closing date for applications: 10am, Monday 10<sup>th</sup> June</b>	<b>Interview date: Monday 17<sup>th</sup> June 2019</b>
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# Person Specification

## Essential Experience/Skills:

A suitable and demonstrable level of experience in a community development role	<b>Application</b>
Experience of working in multi faith contexts and skills in cross cultural communication	<b>Application and interview</b>
Good communication skills and experience of delivering effective presentations and public speaking, and use of social media	<b>Application and interview</b>
Excellent organisational skills	<b>Application</b>
A sound working knowledge of financial systems, i.e. basic book keeping, budgeting	<b>Application</b>
All the basic IT skills, especially MS Office, and know how to access and derive information from databases	<b>Application</b>
Experience of working with volunteers and community projects	<b>Application</b>

## Highly desirable Experience/Skills

Project management experience	<b>Application</b>
Experience of working in the voluntary and faith sector	<b>Application</b>
Good communication skills and experience of delivering effective presentations and public speaking, and use of social media	<b>Application and interview</b>
Local knowledge and contacts in the designated area	<b>Application and interview</b>

## Personal qualities:

In sympathy with the ethos of the Church of England delivered Near Neighbours initiative	<b>Interview</b>
Ability to balance the role of an individual with considerable initiative, with the need to work as a team-member of a regional organisation in a bigger national project	<b>Interview</b>
A flexible approach to the job combining energy, enthusiasm and a will to succeed, sometimes working irregular hours	<b>Interview</b>
Methodical and well-organised	<b>Application</b>
Ability to travel regularly across the region	<b>Interview</b>

Transforming Communities Together aims to be equal opportunity employers and will ensure that no applicant or employee receives less favourable treatment on the grounds of gender, sexual orientation, disability, religion or belief, marital status, colour, race or ethnic origins, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

In accordance with the Disability Discrimination Act 1995, reasonable adjustments will be made to the requirements of the post to accommodate a suitable candidate with a disability.