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| **Belle Isle Community Builder** | **Logo, company name  Description automatically generated** |

7.5 - 15 hours a week, flexible working to include some evenings and weekends. 5 month contract, salary £13.70ph (C1). Please see information about Belle Isle Tenant Management Organisation (BITMO) at the end of this document.

Overview of the job

The Community Builder will work part-time in Belle Isle over a three-year period. They will identify the existing assets in the community and engage with individuals and organisations in Belle Isle, with a focus on “what is strong, not what is wrong”. They will identify current Community Connectors and nurture and develop potential Community Connectors. This role has been funded by Leeds City Council, with funds from the Department of Levelling Up Shared Prosperity Fund, but will be employed by BITMO for the duration of the contract. The Community Builder will work with the Belle Isle community as a whole, and will spend the vast majority of their time directly engaging with the community.

Explanation of some of the words used

This is a new approach to community development in Belle Isle. The job description below uses some words and phrases that are explained here.

* **Assets** – the capacities, skills and talents of individuals, associations, organisations, the natural and built environment, and local businesses within or close to Belle Isle.
* **Asset mapping** – creating and making widely available a list of all the local assets, which will change over time.
* **Spaces for conversation and collaboration** – places where people are able to congregate which could be anything from businesses, community centres, park benches or school gates.
* **Community Connectors** – people living in Belle Isle who voluntarily support others and build relationships between individuals and groups for the benefit of the community.
* **BITMO shareholders** – tenants within the BITMO area who have bought a 10p share and so are able to attend the BITMO Annual General Meeting and vote.
* **BITMO Community Fund** – a fund set up by BITMO’s Board to pay for small environmental improvements, support community groups as well as grants to support tenants to go on training courses or buy essential furniture.

Key Duties (job description)

1. Carry out asset mapping. Recognise and list all of the Belle Isle community assets – such as people, groups, organisations, buildings and green spaces.
2. Help find, create and develop spaces for conversation and collaboration.
3. Identify, encourage and develop Community Connectors, who bring other people together to make Belle Isle or a part of it a safer and stronger community.
4. Assist in building relationships within Belle Isle involving assets and Community Connectors
5. Work consistently to encourage the Belle Isle community and organisations working locally to focus on “what is strong, not what is wrong”.
6. Manage a programme of small grants to individual and groups to help build a safer and stronger Belle Isle community.
7. Recruit BITMO shareholders.
8. Work with BITMO’s Community Development Team on community engagement activities and the BITMO Community Fund.
9. Make good use of the BITMO website, social media, email and text facilities to engage with the Belle Isle community.
10. Be line managed by BITMO’s Community Development Manager.
11. Gather a limited number of statistics as directed by the Community Development Manager.
12. Be willing to undertake professional development training and to network with other Community Builders in Leeds.
13. Expect to work roughly 80% in the community and 20% in the office and to work regular evenings and weekends as necessary to engage with the community.
14. The role of the Community Builder will evolve over the three years, and therefore we expect the core duties of the role to change over time to reflect the needs of the community and the priorities of our Board.

Person specification. The successful applicant will:

* have the ability to relate to people and the confidence to start conversations
* have the capacity to motivate local people to speak, act and connect with others
* have an understanding of the approaches of Asset Based Community Development
* have the ability to communicate with people and organisations, with the emphasis on listening and asking questions
* be comfortable working in the community – for example door knocking or talking to parents at the school gates and lone working
* be a self-starter with initiative and good organisational skills, who can work closely with the Community Development Team
* have an Enhanced DBS (or willing to get one before starting work. BITMO can help with this)
* have the ability to write in basic English (for emails and social media posts), maths (for work on grant funding) and IT (ability to access emails, use Word, post on social media).

**Belle Isle TMO - Mission and Aims**

The postholder will be employed by Belle Isle TMO and will work towards helping Belle Isle TMO achieve its mission which is to Build a Better Future for Belle Isle. In addition the postholder will contribute to Belle Isle TMO’s aims which are to;

* Provide High Quality Services
* Help build a safer and stronger community
* Be a well-run Tenant Management Organisation

**Belle Isle TMO - Values**

The postholder will support Belle Isle TMO’s core values which are;

* High standards of governance, accountability, leadership and probity.
* Working together sharing our skills, knowledge and experience, developing and nurturing each other in a supportive and inclusive environment, caring for one another and encouraging trust and mutual respect.
* Doing things to the best of our ability and providing the highest quality of service, aiming to do things right the first time, every time, undertaking regular monitoring against agreed targets, to provide a consistently improving service.
* Ensuring an atmosphere of respect, integrity, fairness and trust - At all times we will be open and honest with each other, treating people fairly, respecting our differences and challenging inappropriate behaviour through our agreed policies and procedures.
* Developing good communication that is clear, accurate and appropriate. We will actively listen to and value each others’ points of view and provide an environment where people are happy to share ideas and information in a variety of ways

**Belle Isle TMO - Service promise.**

The postholder will contribute positively to Belle Isle TMO’s Service promise which is to:

* always be as helpful as we can be;
* offer relevant, useful and accurate information;
* make sure we have a range of services and activities that meet service user needs;
* listen to service users and wherever possible, act on feedback;
* support service users to achieve their goals; and smile