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**Job Description**

**Job Title**: Area Community Support Worker

**Salary Grade**: Grade 8

**Job Family**: Operational Services

**Directorate**: Neighbourhood Directorate

**Work Environment**: Agile

**Reports to**: Area Arrangements Strategic Manager

1. **Purpose:**

To work proactively in one of the five Areas in the City to ensure residents and communities are supported through a vibrant VCS and co-operative network to maximise the potential and achievement of their community and to ensure that residents are fully engaged both through having their voice heard and through opportunities to deliver.

1. **Key Responsibilities:**
* To identify, advise and support local and smaller VCS organisations to build their capacity and add value to current initiatives, supporting the delivery of priorities as outlined in the Area’s Neighbourhood Investment Plan
* To work with Voluntary and Community Organisations to attract additional funding from external sources. This will include identifying potential funding sources, supporting the development of funding applications/bids, and providing training to build the capacity of organisations in responding to fund raising and local commissioning opportunities
* To ensure local organisations are equipped to continue to deliver valuable services in the community and they have the capacity to recruit, support, train and retain volunteers
* To engage and build relationships with as many local residents as possible ensuring that all ages, genders and backgrounds are involved in sharing their views and shaping the community
* To establish and develop links with other groups and organisations working in the area maintaining and developing inter-agency and partnership working to maximise benefits to the local community
* To identify and promote opportunities to improve the wealth of local communities by the most effective use of local assets including buildings, organisations and residents
* To identify opportunities, and where there is the potential to establish a new group/organisation, to support this by attending initial community or group meetings, sharing good practice, offering informal workshops, sharing policies and procedures, and giving advice to help the group to have the most appropriate structure and to become self-sufficient

**3. Other Duties**

* A commitment to continuous improvement
* To promote and champion a positive organisation-wide culture that reflects the Council’s values
* The post holder must carry out their duties with full regard to the Council’s Equal Opportunities Policy, Code of Conduct and all other Council Policies.
* The post holder must comply with the Council’s Health and safety rules and regulations and with Health and safety legislation.
* The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the Council.
* The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Council records and information.
* To comply with the principles and requirements of the Data Protection Act 2018 and GDPR in relation to the management of Council records and information, and respect the privacy of personal information held by the Council
* The above duties and responsibilities are not exhaustive and may vary without changing the character of the job or level of responsibility.

**This post will be part-funded by the European Structural and Investment Funds through the Sunderland Community Led Local Development Programme.**