

Job Description

Community Officer

Position: Community Development Officer

Department: MK Dons SET

Reporting to: Head of Inclusion

Salary: £5,668

Contract: 1-year Fixed term

Hours per week: 10 (4 days out of 7)

Job purpose: To develop and grow inclusion programmes across Milton Keynes, breaking barriers to participation. Offering activities to a variety of groups within Milton Keynes. Activities include arts, crafts, games days, exercise session and sports. Alongside coffee mornings and lunch clubs to reduce loneliness and isolation.

Role Competencies:

Planning Timescales:

- To work with the Inclusion lead to plan prep and deliver session within Milton Keynes, adapting session to the requirements and needs of the participants.
- Highlighting and generating session for underrepresented groups within Milton Keynes
- Reducing isolation and loneliness
- Breaking barriers within underrepresented groups across MK

Decision Making:

- Perform other duties as required which are considered relevant to the post and to the objectives of the Milton Keynes Dons Sport and Education Trust.
- To maintain good standards across the workforce to ensure the highest quality delivery, governance processes are maintained and reviewed regularly.

Impact & Influence:

- Ensure governance within the MK Dons SET Delivery is adhered to.
- To ensure the safety of participants, volunteers and staff are a priority.
- To promote a positive image of Milton Keynes Dons Sport and Education.
- To positively promote the Trust's Equal Opportunities policy and core values in all aspects of the post's responsibilities and duties.
- To perform other duties as required which are considered relevant to the post and to the objectives of the Milton Keynes Dons Sport and Education Trust.

Skill Level:

- Excellent interpersonal skills
- Good communication skills, both verbal and written.
- Children and vulnerable adults Safeguarding Certificate
- Ability to keep and maintain records.
- Access to own transport or ability to get to venues across Milton Keynes without support.
- Understanding of groups and organizations across Milton Keynes to enhance the varied opportunities to maximize a fully inclusive delivery with underrepresented groups
- Level of understanding around communication, mobility, and other difficulties experienced by participants.

Communication:

- Ability to work in a team environment.
- Ability to develop good working relationships with Staff and organizations.

- Understanding of various communication methods.
- To ensure that the safety of participants, volunteers and staff is always prioritised.

Budget Management:

- Understand own accountability and how own actions effects the business.

Lead & Develop:

- Develop, implement and evaluate participants within inclusion delivery.
- Breaking down barriers to participation

Operating Parameters:

- To be responsible for reporting all safeguarding issues when notified via the correct mechanisms.
- The role will be based at one of our venues and may involve travel to other sites across Milton Keynes
- To perform other duties as required which are considered relevant to the post and to the objectives of the Milton Keynes Dons Sport and Education Trust.

Essential & Desirable Job Criteria:

- Excellent communication skills both verbally and written, being able to create impactful media to inspire participation (E)
- Experience of creating and adapting quality activities for various groups.(E)
- Commitment to attend CPD sessions held within the MK Dons SET (D)
- Able to deal with sensitive and challenging circumstances.(D)
- A demonstrable record of implementing Equal Opportunity policies and activities (D)
- Understanding of Special educational needs and disabilities (E)
- Knowledge and understanding of child protection and safeguarding. (E)
- A willingness to work evenings, weekends and at training events when required. (E)
- Own transport essential (E)
- Good communication skills, both verbal and written(E)
- Ability to set and work towards achieving targets. (E)
- Good team worker and Self-motivated. (E)
- Ability to develop good working relationships with Staff and partners. (E)
- Ability to work in a team environment. (E)

Safeguarding - We are committed to safeguarding and protecting children and young people (CYP) and at-risk Adults (ARA) Our expectation is that you will fully accept your responsibility for the safety and welfare of all CYP and ARA by being fully conversant with all our safeguarding policies and reporting anything that does not appear to be correct. The post maybe subject to an enhanced DBS check and yearly self-declarations.

Equality & Diversity – must be able to demonstrate that equality, diversity and inclusion will be maintained and developed across all programmes and areas of the business.

Competency Total: 50

Level 1