



MK DONS SET CONNIBURROW BIG LOCAL DEVELOPMENT COORDINATOR

Introduction

MK Dons SET is looking to appoint an experienced, outgoing, self-organised development worker - able to coordinate, inspire, motivate and develop other people's potential and involvement in the delivery of Big Local's vision for Conniburrow working in conjunction with Conniburrow Big Local Development Board.

Aim of Big Local Conniburrow:

*'To transform Conniburrow into a place where people choose to live and stay for a long time, to support residents to build a proud, empowered and cohesive community where strong and positive relationships are developed regardless of background or circumstances - simply to be **Conniburrow and Proud**'*

The post is funded by Big Local Conniburrow and the key tasks centre around the delivery of the area plan, with the post holder being employed and supported by Milton Keynes Dons Sports Education Trust.

The post will be fixed to term until August 2025. The role will involve flexible working (including some evenings and weekends)

Job Title: Big Local Development Co-ordinator
Contract Term: Fixed Term to August 2025
Hours: 37 hours a week, to be worked flexibly as required
Salary: Negotiable dependent on experience
Line Management: MK Dons SET
Location: Conniburrow, Milton Keynes and occasional MK Dons SET offices

Purpose of the appointment:

To assist the partnership and Conniburrow residents to deliver the Big Local Plan 2022-25. This process will involve raising awareness of and involvement in the Big Local and its priorities, gathering ideas, realising local potential, encouraging wider participation, developing a sense of partnership between local people and agencies to enable the delivery of the area's a Big Local Plan. The post holder will work closely with MK Dons SET staff to integrate delivery opportunities where possible in line with the Big Local Plan.

Key responsibilities:

- Recruiting residents to support initiatives (tasks groups, events, etc) and encouraging and supporting those interested to join the Big Local Partnership.
- Provide co-ordination and administrative support to the Partnership, working groups and Big Local meetings, events and activities as outlined in role annual delivery plan.
- To develop strong working relationships with other agencies working in the area from the community, statutory and business sectors.
- Co-ordinate the involvement of local residents and other agencies in spreading awareness, developing involvement, undertaking consultation, building vision and contributing to the Conniburrow Big Local Plan
- Build capacity of local residents to engage in the Big Local process
- The development and support of the Big Local Partnership
- To work within the terms of employment as issued by MK Dons SET, including the practice of relevant legislation.

Key tasks:

- Support in delivering tasks and actions identified by the Big Local Partnership either directly or by supporting others as outlined by delivery plan.
- Promoting an understanding of the purpose of Big Local to local residents, community groups, business and schools.
- To build strong and positive relationships with local agencies to enable community concerns to be shared if needed.
- Attending and helping to facilitate partnership and steering group meetings and events
- Liaising with and supporting the themes groups associated with the area's priorities.
- Assisting in identifying people who may be interested in becoming members of the partnership or willing to be kept informed of local developments.
- Listening to and gathering local views and ideas – feeding them into the Big Local partnership.
- Helping to develop and deliver a communication plan and co-ordinating publicity and communications using the most appropriate methods (website & social media, newsletters, press releases etc.)
- Assisting residents with the organisation of meetings, events, programmes and projects collaborating with key residents / sub groups and agencies that have specific roles.
- Providing and distributing information to the wider community and potential partners, and developing and maintaining links with relevant community networks, organisations and forums.
- Identifying, gathering and organising evidence for the community profile, vision and plan.
- Support and work closely with the Chair.
- Support and co-ordinate mapping activities and current service provision.
- Support existing and emerging local community groups to review governance and current working practice, signposting to training.
- To develop a range of tools and resources to support funding bids.

- Support the Partnership and local groups to identify funding sources and enable them to write funding applications to enable sustainability.
- In co-operation with the Locally Trusted Organisation and their finance officer, the partnership treasurer, informing the reporting of actual expenditure and progress against work plan to Big Local Partnership.

**PERSON SPECIFICATION –
Conniburrow Big Local Development Coordinator**

This specification lists the skills, knowledge and experience required for the post of Big Local Development Co-ordinator. The selection process will be based on these criteria and your application will be assessed to see if it meets the requirements of the post.

	ESSENTIAL	DESIRABLE
SKILLS	<ul style="list-style-type: none"> • Ability to engage with and motivate a wide range of people • Facilitation skills and ability to engage communities • Excellent written and oral communication skills • Ability to work on own initiative, set priorities and organise own workload. • Networking and ability to build positive working relationships • Ability to deal with sensitive situations with diplomacy • Ability to draft and circulate publicity to media • Ability and capacity to work to deadlines 	<ul style="list-style-type: none"> • Organising Events and Workshops • Risk assessments • Health and safety
KNOWLEDGE	<ul style="list-style-type: none"> • Awareness of the issues, opportunities and resources in communities similar to Conniburrow • Record keeping • IT Skills, Email, Microsoft Office - word processing, spreadsheet and database skills. Online storage and file sharing • Use of Internet and social media to link with people online and promote projects 	<ul style="list-style-type: none"> • Local knowledge of Conniburrow • Practical understanding and experience of Big Local Programme
EXPERIENCE	<ul style="list-style-type: none"> • Experience of Community Development • Experience of Community Consultation and/or event organisation • Experience of resident led community development • Recruitment and Co-ordination / management of volunteers 	<ul style="list-style-type: none"> • Previous experience of working with or in a Big Local Area • Involvement in local community and existing relationships with local people, groups and agencies. • Project Management

QUALITIES	<ul style="list-style-type: none">• Confident and sociable• Enthusiasm for the Big Local approach and resident led community development• Ability to ensure that residents are at the centre of all development and to support communication and relationship building• Passion for the local area• Understanding of and commitment to Equal Opportunities principles and practices• Willingness to learn• Commitment to equalities, diversity and inclusion• Commitment to safeguarding principles and practice	
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Supporting information for Applications

Deadline for Applications: 3rd March 2023 5pm

Interviews: 13th March.

Start Date: The successful candidate will ideally be available to start by **as soon as possible on completion of a successful DBS certification.**

Application Process

Please complete and return the application form provided on website careers@stadiummk.com. Please make sure you provide a clear outline of your experience, and a short description of why you feel you will be able to complete this assignment successfully. Please also provide contact details of 2 referees.

Completed application forms should be returned no later than 3rd March 5pm to: careers@stadiummk.com.

Additional Support

The successful candidate will work closely with the Chair of the Big Local Partnership and the Big Local Adviser assigned to the partnership, but will be managed and supported by MK Dons SET.

Further Information about Big Local

See Local Trust website <http://www.localtrust.org.uk/>.