



## **Job Description**

**Job Title:** Partnership Development Worker (North Dorset Partnerships)  
**Hours:** 37 Hours per week  
**Accountable to:** CPEND/DCA Line Manager  
**Location:** Community Partnership Office

## **Overall Purpose of the Job**

To provide support to the four Community Partnerships of North Dorset:

- In the effective development of collective partnership initiatives between the four partnerships, their engagement with the wider Community Planning agenda in Dorset.
- In the ongoing development of the Community Partnerships to work towards sustainable development and social inclusion within their communities.
- And as individual Community Partnerships in the development of large scale local projects.

## **Responsibilities**

1. To work in close collaboration with the North Dorset District Council Community Planning Officer in their role offering guidance, support and direction to the Community Partnerships.
2. To provide short term project development support to individual partnerships as they undertake large scale projects. To include support with fundraising and project planning. Anticipated no more than 2 projects operational at any one time.
3. To collaborate with the local Community Resource Workers within any community partnership area in the delivery of large scale projects within that area.
4. To work across the four partnership areas to identify community needs and gaps in community planning engagement, prioritising the needs of the most socially excluded and work with the partnerships collectively or individually to address those needs. Anticipated no more than 2 priority areas to be addressed at any one time.
5. To actively support the development of the Community Partnerships Executive North Dorset (CPEND) including the development and application of shared objectives.

6. Alongside colleagues to run community events and activities that contribute to the objectives of the partnership work plans/CPEND objectives.
7. To facilitate the engagement of CPEND with County wide Community Planning activities.
8. To work with the partnerships individually and collectively to support their long term sustainability either through fundraising or the development of other income generating initiatives.
9. To maintain accurate monitoring records of activities undertaken and provide regular monitoring reports of progress against work plan objectives.
10. Any other duties at the same level of responsibility which may be requested by the Community Partnerships collectively.

### **Responsibilities to Dorset Community Action**

1. To work in collaboration with Dorset Community Action Community Workers in other areas across Dorset, where this will be of benefit to xxx Community Partnership area.
2. To actively engage in line management support and supervision meetings as scheduled and discussed with the Partnership Chair.
3. To take part in other appropriate meetings or training as agreed with your DCA line manager and Partnership Chair.
4. To work at all times within the Equal Opportunities and Health and Safety Policy of Dorset Community Action.

## Person Specification

ATTRIBUTES	ESSENTIAL	DESIRABLE
KNOWLEDGE AND UNDERSTANDING	<p>Understanding of the principles of good partnership working and development.</p> <p>Understanding of the principles of Community engagement and empowerment.</p> <p>Understanding of development and promotion of social inclusion and equalities within communities.</p>	<p>Local knowledge of the North Dorset area.</p> <p>Knowledge of a variety of organisational governance models.</p> <p>Knowledge of Community Planning processes, preferably within Dorset.</p> <p>Understanding of the specific issues of rural deprivation/ isolation</p>
EXPERIENCE AND SKILLS	<p>Competent IT skills</p> <p>Experience of community led project development</p> <p>An excellent communicator, verbal and written</p> <p>Able to manage own time, prioritising tasks</p> <p>Experience of large scale fundraising and project planning.</p> <p>Good negotiating and influencing skills</p>	<p>Experience of working within a Community Partnership or Development environment.</p> <p>Experience of working with Voluntary/Community organisations.</p> <p>Experience of undertaking research and analysing data</p> <p>Experience of preparing business plans, feasibility plans.</p> <p>Experience of wider third sector income generation strategies such as trading and social enterprise models.</p> <p>Experience of working paid or unpaid in the voluntary/social enterprise sector.</p>

OTHER	Commitment to equal opportunities Commitment to on-going personal development and training relevant to the project Prepared to work flexibly outside normal office hours. Full driving licence and access to a vehicle.	
-------	--	--