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**Job Description**

##### **Job Title:**   VCSE Alliance & Community Hub Development Lead

**Responsible to:**  Chief Officer

 **Strategic relationships:** VCSE organisations, Senior Managers, local residents, community groups and strategic partners**.**

**Hours of work:**  Part Time 22 hours a week.

**Purpose of the Post:** To develop a network of strategic and thematic VCSE Alliances within the city which create solutions to challenges, build local connections, champion collaboration, learning and sharing within the sector. You will also work alongside local communities with an asset-based community development approach to develop Community Hubs which increase access to support and services in local areas and aim to reduce heath inequalities. You will build trust with underrepresented communities and ensure information flow on key issues and opportunities.

**Salary:** £35,000 **(**pro rata)

**This post is subject to a satisfactory DBS check at a basic level.**

**Duties and responsibilities**

1. **Administration**
* To produce clear project plans with identified outcomes and timescales for reporting purposes.
* To ensure relevant data/information is maintained within the CRM in order to support the sector and inform development.
* To produce updates and reports for the SMT and HIVE Trustee Board with clear progress against targets as required.
* To appropriately maintain records, decisions, agreed actions within the team and partners to ensure that actions are completed and reported.
1. **Sector Engagement**
* To engage with the VCSE sector and community-based providers in Portsmouth and ensure HIVE has a good understanding of the provision of services across the city.
* To develop new, and engage with existing, networks in the sector and in the city.
* To act as a champion of the VCSE sector organisations
* To facilitate conversations with diverse communities across the city as required.
1. **Alliance Development**
* To support the strategic development of and functioning of a network of VCSE Alliances as required.
* To manage and facilitate a range of thematic bringing together VCSE organisations to collaborate on shared community themes and challenges.
* To facilitate Alliance agreement on priorities and jointly explore how community needs may be met.
* To support the flow of information to and from alliances to support the influence and advocacy of the sector on decisions locally, regionally and nationally.
* To support the engagement of VCSE organisations and alliances with research, insight and impact measurement.
* Ensure all opportunities to leverage funding for the wider sector and alliance priorities are explored and collaborative bids actively supported
* Work with VCSE organisations and Alliances to encourage sharing of ideas for income generation and funding bids
1. **Community Hub development**
* To support the strategic development of locality-based Community Hubs in partnership with communities, VCSE Partners and statutory colleagues.
* To work across locality areas to develop place-based alliances alongside local communities, VCSE organisations and statutory colleagues.
* To work across all partnerships and stakeholders maximising opportunities to collaborate and achieve shared priorities.
* Build trusted relationships with local residents, community groups, VCSE organisations and other stakeholders.
* Facilitate creative discussions, undertake research and deliver consultation events to promote collaborative problem solving and community co-design
* Proactively engage with and support BAME, vulnerable and at-risk communities ensuring their active involvement in co-design in community interventions
* Ensure the voice of the VCSE and Alliances is part of the discussion, development and delivery of place-based services.
1. **Health and Safety**
* To ensure routine health and safety checks are completed and documented accurately across premises as required.
* To maintain appropriate accident records and reports as required.
* To complete risk assessments for all events as required.
* To maintain accurate health and safety records as required.
1. **General**
* To carry out all tasks and duties that may be assigned by Hive Portsmouth.
* To line manage and supervise staff as may be required.
* To comply with all policies, procedures and governing documents.
* To maintain all systems in line with the General Data Protection Regulation (GDPR) and all relevant data protection legislation.
* To work proactively to ensure environmental sustainability of all operations.
* To work in effective collaboration with all staff of the Hive Portsmouth embracing a ‘one team culture’.
* To attend all relevant meetings, preparing papers and reports as and when required.
* To provide cover for the helpdesk and helpline as and when required.
* To work with the team to provide appropriate promotion of HIVE at community events and conferences.
* To deal with feedback, whether positive or negative, in a courteous, efficient and timely manner.
* To portray a positive image, both internally and externally of Hive Portsmouth by displaying high standards of service, integrity, punctuality, politeness and professionalism.

HIVE Portsmouth brings people together to build a happier, healthier and more connected city.

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