

ABCD Community Builder

Drafting The Job Description

Drafting a ABCD Community Builder Job Description

Use the tables below as a guideline to identifying the Key Tasks and Responsibilities of the role that will be fulfilled by the person you are seeking to recruit.

For the role of a Community Builder, remember to pay special attention to the importance of developing the community and the effectiveness of the community's relationships with the organisations that serve, influence or hold significant stake in that place. To do this a Community Builder will carry out training and development actions and project management. These duties to be conducted under the policies and procedures of the employing organisation and most essentially in accordance with and reflecting of the *values* of the employer and community: people & place.

Job Title: ABCD Community Builder

KEY TASKS AND RESPONSIBILITIES	Required
Identifying 'Connectors' across the community, and providing the opportunity for them to come together regularly to exchange learning and map community assets	Yes / No
Identify local organisations and residents in the community who want to adopt a strengths based approach to building hospitable and inclusive communities. Use these connections to build local partnerships that encourage collaboration between organisations and residents.	Yes / No
Develop a Sponsorship Group, who can provide support and guidance to the Community Builder. This group should also nurture the strengths based approach through the community.	Yes / No
Connect communities with opportunities and resources available through [insert organisation and/or partners].	Yes / No
Capture and share learning and key findings regularly with programme partners.	Yes / No

Liaise with [insert organisation and/or partners] regarding evaluation and research, and communications to ensure local stories from the learning site are being shared.	Yes / No
Other:	
	Yes / No

COMMUNITY DEVELOPMENT	Required
Identifying community building themes.	Yes / No
Facilitate the development of appropriate citizen led action in relation to community building themes.	Yes / No
Mediation between individuals and groups.	Yes / No
Other:	
	Yes / No

TRAINING & DEVELOPMENT	Required
To provide training to community based groups and individuals as appropriate, based on the desires and interests of the community.	Yes / No
Development and evaluation of community based programmes and resources resulting from the engagement of the [insert programme name or organisation].	Yes / No
Participate in professional development opportunities, including mentoring, coaching and training.	Yes / No
Other:	
	Yes / No

PROJECT MANAGEMENT	Required
Management of individuals and volunteers as appropriate.	Yes / No
Preparation of reports as agreed.	Yes / No

Liaising with interested groups and individuals.	Yes / No
Planning, attending and co-ordinating events.	Yes / No
Other:	
	Yes / No

POLICIES & PROCEDURES	Required
All staff are expected to work in accordance with the employer's policies. All staff are expected to take reasonable care for their own health and safety, and that of other people who may be affected by their acts or omissions, to comply with all health and safety legislation.	Yes / No
This job description is not exhaustive. From time to time other reasonable responsibilities and activities may be added, or duties modified, as determined by the employer.	Yes / No
Other:	
	Yes / No

KEY VALUES AND HOW THEY ARE EXPRESSED	Required
This role should be conducted in accordance with the values of the employer.	Yes / No
Commitment to the wellbeing of the people of the community demonstrated by the desire to build strong personal connections, local knowledge and understanding of the culture and traditions of the diverse people who form the communities the Community Builder will serve.	Yes / No
Other:	
	Yes / No