

JOB DESCRIPTION

Job Title: Community Warden Coordinator

Responsible to: Student Community Welfare Manager

Responsible for: Community Warden Assistant and a small student staff team

Summary of Post: To lead the Community Warden Scheme to support the implementation of the Guild's Community Strategy. This involves strengthening the student and community relationships, increasing student participation in community based volunteering led projects and promoting the environmental activity within the local community.

DUTIES & RESPONSIBILITIES:

1. To work with the Student Community Welfare Manager and the Director of Support & Development to ensure the successful implementation and maintenance of the Community Warden Scheme Project
2. To develop initiatives that support the Community strategy of the Guild of Students and foster positive relationships between students and the local community
3. To develop and maintain effective working relationships with key staff at the University of Birmingham, the City Council, the Police and other internal and external stakeholders
4. To increase the range and volume of community events that demonstrate the value of the University and students within the local community
5. To develop and implement plans and initiatives for the scheme that will lead to future improvements, including new and enhanced income streams
6. To broaden the scope of environmental activity within the local community to follow the NUS Green Impact quality standard; including maintaining the regular Junkbusters actives and other sustainability initiatives
7. To develop large scale community events that provide a profile with our local and external community partners
8. To support elected officers with sufficient information to enable them to actively engage with community activities.
9. To attend community meetings as appropriate in relation to the work of the Community Warden Scheme, including meetings with the City Council to ensure the requirements of students in the community are considered
10. To affiliate to relevant bodies and establish a network of contacts at local, regional and national levels as necessary.

11. To support the preparation of the departmental budget in accordance with the Guild's Financial Procedures Manual
12. To implement and monitor relevant policies and procedures for the Community Warden Scheme.
13. To develop core and student staff from the Community Warden Schemes ensuring the development and implementation of the annual plan.
14. To be flexible to work evenings and weekends as appropriate, to ensure effective engagement with the local community at events and provide support to staff on shift when necessary.
15. To identify improvements from valid market research and other evidence sources and recommend these through the line management structure.
16. To undertake appropriate training including accredited training and personal development as required for the role
17. To identify improvements and recommend these to the Student Community Welfare Manager for consideration.
18. To adhere to all Guild Policy with particular reference to staffing, health & safety, environmental and any relevant Guild Policy where it may impact upon the role
19. To participate as a member of the wider Guild team
20. To support the work of the Department and Guild, where necessary, in the event of sickness, holiday or other exceptional circumstances
21. To portray a positive image of the Guild both internally and externally, and set high standards of personal integrity and professionalism, leading by personal example.
22. To undertake such other duties as may be reasonably required, consistent with the nature and grade of the post

February 2020

Person Specification: Community Warden Coordinator

You must be able to demonstrate in your application that you have;	Essential	Desirable
QUALIFICATIONS		
Good general education, typically to degree standard, including Maths and English at least to GCSE Grade C or equivalent	✓	
Evidence of continued professional development in a relevant area.	✓	
KNOWLEDGE AND EXPERIENCE		
Demonstrable experience of working within a community based environment.	✓	
Knowledge and understanding of key policy areas relating to community work.	✓	
Demonstrable experience of developing and maintaining relationships with internal and external stakeholders	✓	
Experience of working within and monitoring a budget	✓	
Experience of successfully managing and developing staff	✓	
Experience of delivering large scale events with numerous stakeholders	✓	
Experience of communicating effectively with students, members and stakeholders both in one-ones and in groups	✓	
An understanding of the current issues facing Higher Education students		✓
SKILLS AND ABILITIES		
Ability to effectively promote and deliver a service	✓	
Ability to present information clearly and concisely in writing or verbally, with excellent written and spoken English	✓	
Information gathering and/or research skills, for example acquiring knowledge	✓	
Ability to work using own initiative	✓	
Computer literacy - standard office software including spread sheets and keyboard skills	✓	
Ability to balance the needs of individuals and team/organisation and a wide range of stakeholders	✓	
Ability to contribute to organisation-wide initiatives	✓	
Ability to take a constructive and co-operative approach to solving problems	✓	
Ability to interpret policies and procedures	✓	
PERSONAL QUALITIES		
Understanding of and a commitment to Equality of Opportunity	✓	
Team focussed approach	✓	
Self-motivated	✓	
Flexible	✓	
Committed to continuously improving service delivery	✓	
Customer focus	✓	
Results focused	✓	
Persistent & able to persuade others to meet your deadlines	✓	
Attention to detail	✓	