

Job Description

Role	<p>Community Development</p> <p>To deliver a positive, proactive and inclusive approach to supporting the new community at Alconbury Weald, as part of the company’s Cambridgeshire-wide Communities and Partnerships team. The purpose of the post is to continue the work started to support an active, empowered and cohesive community at Alconbury Weald by:</p> <ul style="list-style-type: none"> • ensuring residents are involved in and shaping the development; • forging connections between new residents and neighbouring communities; • evolving events, activities and sustainable initiatives to deliver this. <p>The role works extensively with residents and with a range of local partners, both within the development and across the local area and is involved in regional and national initiatives for new communities. It is a core part of the growing Communities team for Cambridgeshire and beyond.</p> <p>The role is based at the Alconbury site with travel to other Cambridgeshire sites and London office where required.</p>
Hours	<p>9am – 5.30pm: the nature of the role requires some weekend and evening working to meet residents and support events and activities, for which time back in lieu will be given.</p>
Type	<p>Permanent</p>
Reporting to	<p>Rebecca Britton – Communities, Communications & Partnerships Manager</p>

Role Objectives

- To evolve a strategy for community development, in co-operation with colleagues across the development team and external agencies, geared towards enabling greater involvement and self-help initiatives among Alconbury Weald communities;
- To develop and implement inclusive community development in partnership with local residents, council officers, and other statutory and voluntary agencies;
- To support and encourage the development of social networks to enable the community of Alconbury Weald to become self-supporting;
- To supporting the Travel Plan co-ordinator and delivery partners in promoting sustainable travel solutions and existing campaigns to residents, in line with the agreed Travel Plan;
- To identify ways of connecting residents with training and employment opportunities locally and as part of the EDGE jobs brokerage, ensuring the skills services on offer are accessible and inclusive;
- To facilitate discussion and co-ordinate communication between residents and the wider team to support the roll out of future stages of development, facilities and services. The role will also work with housebuilders and the Estates and project teams to facilitate a positive experience for residents joining and being part of the Alconbury Weald community;
- To work with local communities around the site to support connections between the new and existing residents and to deliver on the Urban&Civic commitment to ensure development minimises local impacts and maximises opportunities and benefits.

Role Responsibilities

- Develop and support delivery of a strategy and programme of resident participation at Alconbury Weald;
- Review and identify areas of need for community development at Alconbury Weald in consultation with residents, partners and local communities, encouraging involvement and taking forward action;
- Provide a 'welcome' to new residents and act as a point of contact for the emerging community to signpost to other relevant organisations or agencies;
- Be responsible for managing and co-ordinating community projects and support partners and the new community to deliver their own projects;
- Be responsible for establishing and developing sustainable partnerships between local residents and community and voluntary organisations;
- Co-ordinate a quarterly Community Partnership Group meeting with key stakeholders to support and foster the new community to be resilient, self-supporting and with access to appropriate services;
- Develop processes for ensuring that, wherever possible, all community development projects/initiatives are managed and delivered in an inclusive manner;
- Promote the use of suitable spaces to meet and offer support to encourage the community to form clubs/groups and run events;
- Gather information from residents which will highlight trends and key characteristics to inform events and activities, and ongoing communications;
- Produce regular communications and resident updates, including the Warbler newsletter and updating social media channels and digital platforms;
- Hold a regular residents forum and create opportunities for residents to meet key people within the community;
- Facilitate and support in challenging situations where there may be areas of conflict between residents or with local organisations, businesses and contractors;
- Work with the Framework Travel Plan Co-ordinator to promote sustainable travel, community travel initiatives and public transport to new residents, through events, activities and communication channels.

Role Requirements

- Strong team player;
- Experience in working with local authority, community groups and organisations;
- Experience of multi-agency working;
- Experience in delivering events with and for the community;
- Strong communication skills;
- Able to adapt to work with different groups of people in a variety of contexts;
- Ability to project manage and manage a budget;
- Able to facilitate change and problem solve in challenging situations;
- Experience of establishing new groups and activities;
- Able to work flexibly, identifying needs and responding appropriately;
- Able to work confidently with people; manage challenging behaviour, set expectations and boundaries;
- Experience of working with vulnerable groups and those who are hard to reach;

- Understanding of different cultures, needs and backgrounds within a diverse community;
- Confident in the collection, analysis and sharing of data;
- Ability to challenge and influence colleagues and partners constructively to support residents' needs;
- Knowledge of local services to confidently signpost to.

About Urban&Civic plc (“U&C”):

U&C are masterdevelopers of 3 large new communities in Cambridgeshire – Alconbury Weald, Waterbeach and Wintringham, St Neots. They have 5 other strategic sites across the South East and Midlands. As part of their work they progress the vision and detailed plans for new places, and co-ordinate the long term delivery and curation of new communities, including homes, schools, green space, transport infrastructure and utilities, working closely with partners to implement core priorities including healthy and active communities and places which deliver a net gain to biodiversity and support the ambition to Double Nature in Cambridgeshire and Peterborough.

The Cambridgeshire team are diverse and dynamic, with a range of disciplines and expertise, and work closely with teams across the business, and with a range of government, voluntary and community and private sector partners. The company offers a competitive package, training and development, and a growing team to help you forge your future career.