



## Job Description

### Community Organiser - Yeovil

£30k per annum, pro rata

Full time (flexible and part-time hours considered)

Fixed-term contract until end of March 2025

Accountable to a Spark Somerset Development Manager

1-month probationary period

25 days annual leave pro rata, plus bank holidays

Flexible hybrid working from home and in community hubs in Yeovil

This role may involve some travel, so access to a vehicle would be an advantage.

This role is not subject to a DBS check.

**We're on a mission to help change lives and build healthy, resilient communities in Somerset.**

We do this by supporting and championing voluntary and community organisations and providing a range of services, training, and advice. We also believe that everyone should have the opportunity to thrive and so we work with local partners to provide volunteering opportunities for all.

We are looking a Community Organiser for Yeovil, who will support the local community to grow and develop, building a sense of belonging and community spirit.

Supported by local hubs and engaging in outreach with local people, you will recruit a small team of volunteers and connect them together to deliver a range of community projects. This could be anything from clean-up projects, painting a community building, campaigning for change around a local issue such as a lack of public transport or hosting a community celebration event.

This role requires flexibility, a can-do attitude, an eagerness to learn and an ability to work in partnership with a wide range of colleagues across Spark Somerset and the local community.

Will you help us create a Somerset where anyone can make great things happen for their communities?

**Key Responsibilities:**

- To increase community activity and engagement through one-to-one listening, building networks and facilitating resident led action
- To support the empowerment of underrepresented groups
- To work collaboratively with a range of individuals and partner organisations
- To manage a small team of local volunteers
- To identify gaps and opportunities in order to develop a better community offer
- To facilitate the delivery of community projects
- To work with the wider Spark Somerset team and link in with the wider Spark offer

**General:**

- To attend and participate in regular meetings
- To manage your own time and workload effectively, whilst also working as part of a wider team
- To promote the mission, values, and strategic priorities of Spark Somerset
- Undertake any other duties that may be reasonable required by the organisation
- Promote and adhere to the policies adopted by the Board of Trustees

**You will bring:**

- A passion for communities and people
- Local knowledge and insights
- Creativity
- The ability to engage with and enthuse a range of people from different backgrounds
- An ability to co-produce and work with a range of partners and stakeholders
- A good level of organisation and coordination skills
- A commitment to help others build their skills and confidence

**You should have:**

- Community work/development experience – voluntary or paid
- An understanding of the VCFSE (voluntary, community, faith and social enterprise) sector
- A creative approach to finding solutions and encouraging collaboration
- A willingness to work occasional evenings and weekends, with reasonable notice
- The confidence to work independently and with a team

**In return, we offer:**

- Flexibility and remote working options
- Open and friendly team environment
- Free Employee Assistance Programme
- Up to 7.5 hours of volunteering leave

**Diversity and inclusivity:**

A diverse voice is a more powerful voice. Diversity in our people brings new viewpoints and this drives debate and creativity, which is key to successful campaigning and an ability to engage new audiences. As such, we encourage applications from people who belong to groups which are often marginalised in society.

**To apply:**

To apply, please submit your CV and covering letter explaining how your skills and experience meet the requirements of the role to [recruitment@sparksomerset.org.uk](mailto:recruitment@sparksomerset.org.uk).

For an informal chat about the role, please contact Karen Leafe, Development Manager, on 07377 216468 or email [karen.leaf@sparksomerset.org.uk](mailto:karen.leaf@sparksomerset.org.uk).

A secondment would be considered. Previous applicants for this position need not apply.

**Closing date:** 12 noon on Monday 15 July

**Interviews date:** Wednesday 17 July

This project is funded by the UK government through the UK Shared Prosperity Fund.