



The Trust for Developing Communities

Equalities Co-ordinator

Application Pack

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The Trust for Developing Communities

Registered Address: Community Base, 113 Queens Road, Brighton, BN1 3XG

Company Limited by Guarantee Registration Number: 3939332 | Registered Charity Number: 1106623

Tel: 01273 234 769 | Email: info@trustdevcom.org.uk | Web: www.trustdevcom.org.uk

Welcome Letter

Dear Candidate,

Thank you for your interest in taking on an exciting new role with The Trust for Developing Communities. We work with over 6,000 people each year to tackle inequality in Brighton and Hove, delivering community development, equalities and youth work to create community-led solutions.

The Covid-19 pandemic has had unparalleled impact on the communities we work with, and in many cases it has exacerbated the unacceptable inequalities that already existed within our society.

This new role is designed to lead a range of projects that directly address the growing health, social and economic inequalities that communities face.

You will be an experienced deliverer of community projects that make a real impact on people's lives and you will understand how taking a community development approach will lead to longer lasting and more meaningful change

I am sure that, for the right candidates, this role will offer a fulfilling working opportunity and the chance to make a significant difference to the people of Brighton and Hove, and beyond.

TDC is committed to achieving greater diversity in its Staff Team and welcomes applications from people any sex, gender, race, age, sexuality, belief or disability.

If you feel inspired by this opportunity, then we very much look forward to hearing from you.

Good luck!

Athol Hallé,
Chief Executive, The Trust for Developing Communities



About TDC

Since TDC's inception in the year 2000, our primary focus has been community development work directly within neighbourhoods experiencing deprivation in Brighton and Hove. We have gone on to develop a broad range of grassroots services supporting young people, excluded communities and older people.

The strong trusting relationships we have built up with communities and partners has enabled us to grow considerably in size and impact over the years. We now employ 60 staff with a turnover of over £1.7 million. Despite our positive impact with excluded communities, there is much more work to be done to reduce the unacceptable health, social and economic inequalities that cast a shadow across our city.

Our Context Brighton and Hove is a uniquely creative and progressive City, which faces many challenges – there are areas where 43% of our children live in poverty and life expectancy is nine years shorter; whilst across the city we have the fourth highest level of suicide in the country and the second highest number of people sleeping on our streets. This is not ok.

Our Vision is for Brighton and Hove to become a city of equality, diversity and inclusion where our communities thrive.

Our Mission is to deliver community-led solutions.

Our Work

Neighbourhood. We deliver community development work in areas of deprivation within the city focused on developing community-led groups. This includes specialist work to support older people.

Youth Work. We deliver two significant youth work contracts for Brighton and Hove City Council in the North and East of the city. Additionally, we deliver individual support to young people around health and well-being and coaching. We also lead the citywide detached youth work programme *Brighton Streets*.

Equalities. We support excluded communities with a range of projects including: social prescribing; mental health support; employability support; training; community learning; community research; and more.

Our Values

Community *“Strong communities are the key to health and happiness!”*

Community-led solutions produce longer lasting and more meaningful change. When we connect people, organisations and communities this maximises our resources and improves our well-being. Together we are greater than the sum of our parts.

Equality *“None of us can truly thrive whilst some of us are in poverty!”*

To address economic, social and health inequalities, we recognise that everyone has different needs and opportunities. It is essential that resources are focused where they are most needed to enable everyone to play their full part – which benefits us all.

Diversity *“Our diversity is our strength!”*

We are enriched by our range of cultures, situations, sexualities, genders, faiths, ages and abilities. This unique blend gives us the experience and perspectives we need to address our city's problems.

Inclusion *“There is no ‘them and us’ only us!”*

We all have something valuable to offer, so when we support people to participate, including our most excluded and vulnerable citizens – everyone gains from this.

Equalities Co-ordinator- Job Description

Overview

Job Title: Equalities Co-ordinator

Hours: Full time – 37 hours per week

Salary Scale: £30,416 pro-rata + 6% employer contribution to pension.

Contract: Initial Fixed-Term to April 2024 – extension subject to funding.

Holiday: 25 days a year, plus an extra 3 days at Christmas, and all Bank Holidays.

Employee Benefits: Flexible working. Employee Assistance Programme. Cycle to Work scheme.

Location: TDC's head office is at Community Base, Brighton. With some home working, as agreed.

Reporting to: Director of Equalities.

Responsible for: Project Staff – including Community Connectors and Peer Educators

Objective

To be responsible for ensuring the successful delivery of your allocated projects to meet our outcomes and to exemplify TDC's community development values – ensuring that you are empowering beneficiaries to identify and deliver their own solutions.

This work includes the line management of project staff and volunteers, relationship management with beneficiaries, partners and funders, leading on monitoring and evaluation and ensuring the work of your projects are successfully integrated within the wider organisational delivery.

Current Equalities Projects Include:

- **Tackling Health Inequalities.** A series of projects taking a community development approach to support communities to address a range of health needs, including community-led research, developing peer support groups, employing Peer Educators and Community Health Champions.
- **Community Learning** The partnership with the Hangleton and Knoll Project and the Brighton Unemployed Centre Families Project supports over 750 learners each year with issues such as covid resilience and recovery, digital inclusion, employability, healthy activities and ESOL.
- **MESH.** Our Multicultural Employability Support Hub assisting people with language needs to improve employability.
- **Community Voices.** TDC support the Community Voices group to engage people from Black, Asian and minority ethnic communities to input into local authority policy and health issues. This work is delivered in partnership with Sussex Interpreting Services and Hangleton and Knoll Project and is supported by the Brighton and Hove City Council Third Sector Commission.
- **Social Prescribing Plus.** TDC offers social prescribing support to individuals from Black, Asian and minority ethnic communities around health and isolation. This work is overseen by Together Co with funding from the NHS.
- **UOK Brighton and Hove.** TDC delivers psychosocial support to individuals and supports groups that enhance well-being for people from excluded communities. This work is part of the main mental health support commission from the local authority and Clinical Commissioning Group contract which is managed by Southdown Housing.

Principal Responsibilities

Project Coordination

1. **Project Delivery.** Oversee each project's delivery to ensure that it successfully meets delivery targets and outcomes; within time and budget; operates within TDC's policies and procedures, and exemplifies TDC's community development values.
2. **People.** Manage staff and volunteers in accordance with TDC's policies and procedures and exemplifying TDC's values.
3. **Relationship Management.** Develop good working relationships with stakeholders including communities, local authorities, health, and other statutory agencies, community and voluntary organisations, and others.
4. **Monitoring.** Take responsibility for the effective monitoring, evaluation and reporting of delivery outputs and outcomes of your projects to enable TDC to demonstrate the impact of our work.
5. **Finance Management.** Where delegated by the Director, support the process of project budget setting, expenditure management, and financial reporting – operate within TDC's financial policy and procedures.
6. **Quality.** Ensure the quality of TDC's delivery is maintained, adhering to, and contributing to the development of good practice.
7. **Knowledge Sharing.** Stay up to date on developments in the areas relevant to your work – such as developments in practice, sector news, funding opportunities etc. Sharing this knowledge, along with updates on the successes and challenges of your work with the wider organisation.
8. **Project Development.** Working closely with the Department Director and your team, contribute to the design, development and piloting of new projects.

General

9. **Coordination.** Work closely with colleagues to ensure your work combines effectively with TDC's delivery across each department.
10. **Ambassador.** Promote TDC's work appropriately. Ensure that team members understand the organisation's goals and how they are contributing to them.
11. **Equal Opportunities.** To implement and promote TDC's Equality and Diversity Policy, ensuring TDC's commitment to equal opportunities and anti-discrimination practice permeates all aspects of our work.
12. **General.** To undertake all other reasonable tasks and responsibilities as requested by your Line Manager.

Equalities Co-ordinator- Person Specification

1. **Community work.** Extensive experience of community-based work generally and specifically in the project areas that you will manage.
2. **Project management.** Experience of managing projects or services, whilst working independently and managing own workload.
3. **People management.** Capacity to manage highly motivated and autonomous staff in an effective and flexible way.
4. **Finance.** Experience of managing budgets and operating within financial procedures.
5. **Funding and Monitoring.** Experience of contributing to successful funding applications and providing monitoring for funders.
6. **Partnership working.** Experience of working in multi-agency partnerships and building excellent working relationships with a wide range of stakeholders.
7. **Participatory Approach.** Commitment to supporting people to identify their own needs and make their own decisions, including experience of engaging creatively and directly with community groups in a participatory manner.
8. **Communications.** Ability to present information clearly, to a high standard, both written and oral; including presenting to a public audience and using appropriate communication tools and media.
9. **Teamwork.** Ability to work as a member of a team with a positive, collaborative and flexible approach to the work.
10. **Values.** Demonstrable commitment to TDC's community development values and to reflective practice.
11. **Equal opportunities.** Demonstrable commitment to equal opportunities and experience of working with diverse communities, cultures and faiths.

Application Process

To Apply:

Please email a completed application form and equal opportunities form to TDC on info@trustdevcom.org.uk, stating the role you are applying for. The application form includes:

Supporting Statement. This should explain why you are interested in this role with TDC and detail the skills and experience you feel you would bring. The statement should relate directly to the Job Description and Person Specification.

References. Please provide details of two referees. References will only be taken up if a job offer is made and only with prior permission.

Closing Date:

The closing date for applications is **Monday 6th June 2022** at 10.00am

We will aim to notify candidates if you have been shortlisted for interview by 5.00pm on Wednesday 8th June.

Interviews:

The provisional date for interviews is **Monday 13th June** at the TDC Office - Community Base, 113 Queens Road, Brighton, BN1 3XG

If you would like to discuss this role, please contact:

Kaye Duerdoth, TDC's Director of Equalities on kayeduerdoth@trustdevcom.org.uk or 01273 234 769.

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Thank you for considering applying.

Good luck!

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