

Community Development Professional: Outline of work required

1. Eastbourne Community Network

- Plan and deliver 3 Eastbourne Community Network meetings/ events for voluntary and community groups, public sector, health professionals, business representatives and all others working in the local community. We have 3 events remaining in 2018/19 - September, December and March. This involves working with 3VA Administrator and our partner Eastbourne Locality Link Worker (LLW). *Please note that the September session is partially planned already.*

The work covers:

- Planning the sessions - topic, agenda, speakers, activities to provide creative facilitation using asset-based approaches
 - Bringing the voluntary and community sector interest and knowledge to the planning process
 - Reaching out to new groups to join the meeting in the voluntary and community sector, local businesses and public sector
 - Co-hosting and co-facilitating the sessions
 - Analysing key outcomes from each Network meeting and writing reports
- Build relations between groups attending the meeting and creating strong identity for the network (incl via Facebook group)
 - Planning and leading small pieces of work coming out of each meeting. Identifying who within 3VA and/or organisations involved in the network can help deliver them.

Fundraising – minimal amount of support, as and when required for larger project work coming out of the network to be developed. Assisting senior management team with bid writing, including identifying and gathering evidence of need and supporting developing partnerships.

Total fee available - £6,000

2. Volunteering & Community Involvement

Support for local involvement in the development and delivery of a countywide targeted to promote opportunities for volunteering and community involvement

Details of this work are to be confirmed. We are looking for someone with experience in developing volunteering campaigns. You would need to be able to involve and gather views from local volunteering hubs and other local organisation recruiting volunteers and promoting community involvement and feed them into the East Sussex wide working group developing the campaign and tools for all to use.

Tools for organisations

Development of a tool and information (for example a Guide) needed to support local community groups to create and transform volunteering and community involvement offer. We are specifically interested in developing micro-volunteering and / or young people volunteering resource. We work in partnership with other Voluntary Actions in the county who will be developing other tools.

Student volunteering (Eastbourne)

Supporting work to pilot more student volunteering in Eastbourne, working with a few local organisations and Brighton University and Eastbourne Strategic Partnership.

Total fee available - £1,900 (depending on the work agreed)

3. Volunteer Co-ordinators' Networking Forums (Eastbourne, Wealden & Lewes District)

To plan and deliver 2 sessions (2 to 3h each) for volunteer managers, coordinators and others working with volunteers. The forums offer opportunities for upskilling, peer support, networking and making connections. One forum in coastal area (Eastbourne-Seaford-Newhaven) and one in rural area (Lewes & Wealden districts).

This will include planning the sessions; ensuring good level of participation (liaising with 3VA staff for promotion and marketing), liaising with speakers/ trainers; facilitating and sharing outcomes.

Total fee available - £850

4. Training for organisations (Eastbourne, Wealden & Lewes District)

Re-design (using existing and new material) a short training session to support local groups to create and transform opportunities for volunteering and community involvement. Deliver 2 sessions in two locations across 3 districts.

Total fee - £900