

- Job Title:** Northamptonshire Black Communities Together Development Manager
- Location:** To be agreed
- Hours:** 37.5 hours a week worked flexibly as required
- Remuneration:** £6500 salary or a contract basis
- Report to:** Support Northamptonshire (SN) Chief Executive
- Contract:** Fixed Term 3 months April 2021 to July 2021

Background

Northamptonshire Black Communities Together (NBCT) is a new Black Community Infrastructure development for Northamptonshire. Over the last few months, the Covid-19 crisis has exacerbated the position of Black communities in the country due to:

- Disproportionate deaths due to Covid-19
- Increased impact of barriers in accessing health and social care
- Severe impact on mental health

There have also been massive cuts to many household incomes resulting in food poverty, inability to pay utility bills, increased risks of homelessness. In parts of the country where Black organisations have worked together, they have managed to retain funding from local government and the health services to reach people in communities and ensure people are supported. In Northamptonshire, there has been:

- Consistent cuts to existing organisations
- Absence of funding for new and emerging groups
- No structure or organisation to bring Black organisations together to collaborate and work together.

Black organisations have therefore lost important opportunities to access resources. Many organisations locally have expressed a wish to change this and to meet together in collaboration to start the journey of working together as Black organisations.

NBCT includes representatives of Black organisations and other individuals and organisations working in Northamptonshire to make a change and develop a programme of work to address inequality and impact of the current Covid19 crisis and the crisis of lack of resources to meet Black Community needs.

Following a successful application for funding from the UK Community Foundation we are able to appoint a NBCT Development Manager for 3 months to establish NBCT, its work programme, seek new resources and establish strong and effective partnerships. We want to maximise the full potential the NBCT collaboration and build relationships with our partners to demonstrate the benefits of NBCT and help deliver better outcomes for Black communities.

NBCT Development Manager

We are looking for a person who has strategic and operational leadership experience in the public or charitable sectors and an ability to communicate the benefits of NBCT to people in these sectors. The successful applicant will be responsible for working with the Working Group to promote NBCT, secure a sustainable work programme and resources, deliver training and support for organisations. We are also looking for someone to look outside of Northamptonshire for best practice in Black Community Infrastructure development and how other national organisations affect and influence change.

Main Responsibilities and Key Achievements

- To build a strong working relationship with the NBCT Working Group and seek direction and guidance from them.
- To develop a NBCT Work Programme and Business Plan (objectives and financial targets)
- To establish the full membership of NBCT and membership prospectus.
- To develop the NBCT website and promotions plan
- Seek strategic partners and communicate the benefits of NBCT
- Seek national good practice in Black Community Infrastructure development and advice NBCT
- Enable Black organisations to collaborate and deliver sustainable outcomes for communities and vulnerable people.
- To support NBCT Wider Partnership meetings and developments
- To support the NBCT Funding Group to seek resources
- Provide a progress reports to the Working Group and Wider Membership on key developments and opportunities
- To maintain effective communications with all NBCT Members and support them as appropriate.
- To champion NBCT
- Ensure that complaints and customer feedback are dealt with promptly

Specific Responsibilities:

- Lead the work on NBCT and proactively promote this development.
- Develop presentations and promotions for NBCT
- Assist in the further development of the NBCT as required
- You will need to be highly organised, proactive and committed to the NBCT developments.
- You will need to be flexible and may involve some core hours and/or working outside of regular hours.
- Work with external agencies to promote NBCT

General

- To assist in developing best practice Black community Infrastructure development.
- Always adhere to organisational policies and procedures.
- Being proactive in reviewing and evaluating own performance and identifying and acting upon areas for improvement and development.

- Undertaking, as required, any other duties reasonably required by the organisation.
- The postholder will attend, as necessary, key meetings, outside of normal working hours. This role will involve planned to work out of normal office hours so a level of flexibility will be required.

This job description is not exhaustive, and we reserve the right to change and review the job description and responsibilities.

Person Specification

Criteria	Essential or Desirable?
Qualifications	
Educated to degree level or equivalent	E
Continuous professional development	D
Experience and Knowledge	
Strategic and Operational work with Black community organisations	E
Public or charitable sector experience	E
Experience of marketing and promotions	E
Knowledge of the impact of Covid on Black Communities and experience of accessing resources	D
Experience with website development	D
Understanding and/or knowledge of the local authorities, health services and public health	D
Experience of working with partners to build up trusted working relationships	E
Experience of dealing with people in difficult situations in a professional capacity and resolving conflict to a satisfactory outcome	E
Able to maintain professional working boundaries at all times	E
Skills	E
Proactive and able to use own initiative, and motivated to resolve situations and challenges	E
Excellent verbal and written communication skills, able to listen and respond appropriately to clients, showing patience and compassion	E
A capacity to handle stress and responsibility & remain enthusiastic and motivated in a demanding role.	E
Able to think creatively and outside the box when faced with a barrier or challenge and to communicate this well to clients and the team	E
Able to be responsive and flexible with all work	E
Ability to work independently within remote working practices.	E
Demonstrable evidence of ability to interact with a variety of people; ability to use tact, sensitivity and confidentiality	E
Flexible working approach	E
Other	
This role may involve irregular working hours and you will need to be able to work outside of regular working hours, including evening and weekend work	E
DBS (can be applied for upon successful application)	E
Two References	E