

Job Description

Job Title:	Community Development Manager
Responsible to:	Assistant Director
Responsible for:	Community Development Officers
Salary:	Up to £40,000 – depending on qualifications and experience
Contract type:	2 years, fixed term (with probability of extension)
Location:	Piccadilly Circus, London

About the Aziz Foundation

The Aziz Foundation is an independent grant making body that seeks to support the most disadvantaged communities in Britain. It aims to do this through development in these communities, and greater public engagement by these communities in wider society. The Foundation seeks to support individuals and projects, strengthen organisations and networks, and help incubate innovative ideas that will ultimately improve the conditions in and for these sections of our society.

Job Purpose

The Aziz Foundation has identified two distinct workstreams – one of which is Community Development, which seeks to support and strengthen grassroots community organisations within Muslim communities. The post holder will have responsibility for projects management in this workstream – including the development and delivery of projects within agreed budgets and timelines, and monitoring, evaluation and impact assessment of this work. The post holder will support the Assistant Director in projects and staff management. S/he will also form a key part of the management team (MT), and thereby, work alongside other managers in assisting the Director and Deputy Director in developing and delivering the Foundation's corporate vision, strategic work programme, management structures and processes, annual work plan, public relations work, and dispensing other corporate responsibilities and tasks as required.

Main Duties and Responsibilities

The main duties and responsibilities of this post will include the following:

a) Corporate

- Support, motivate and help develop staff, volunteers and residents so that they are committed to working effectively toward continual improvement.

b) Work Stream Projects Management

- Support delivery of the vision and work of the Community Development workstream in line with and within agreed budgets and key deliverables, to a high quality, meeting the needs of the target group(s) and strategic objectives.
- Set up relevant Advisory, Steering and Working Groups and Sub-Groups for the Community Development projects as required and manage exploration and development of new ideas/projects that meet the overall objectives and criteria of the workstream.
- Manage Officers, support them to deliver on outputs and conduct bi-annual performance appraisals.
- Collaborate with other managers and staff, to assist where possible and pick up work where required.

c) Coordination of the General and Development Fund

- Work with the Grants Officer to support key projects that address the challenges/needs in Muslim communities.
- Identify bright sparks with innovative ideas from Muslim communities that would greatly benefit from the Foundation's incubation package.
- Work with Officers to evaluate projects funded to measure and monitor impact.
- Develop co-operation/partnerships with other funders and stakeholders doing similar work.

d) Coordination of Communities Development Projects

- Manage and support Officer(s) in:
 - identifying the key sectors in Muslim communities which would benefit from standards setting and accreditation/status schemes.
 - supporting key projects that address the challenges/needs in Muslim communities.
 - supporting key organisations that can be further strengthened (i.e. organisational development) or supported to scale up delivery/impact.
- Work with strategic partners to map routes to better/best practice/beacon status and assist a selection of organisations in each sector to get there as trailblazers/models for others.
- Monitor work of grantees, undertake relevant field visits and periodic evaluations - to ensure that funds are spent in accordance with the grant agreements and that the best possible results are being achieved and evaluate impact where appropriate.
- Create a sustainability plan for CPD (continuing professional development) purposes, where courses, training and workshops are developed to continue to raise standards in the sectors we are working in.

e) Relationship Management

- Maintain relationships with key institutions and partners relevant to the Community Development workstream.
- Identify new grantees, and develop strong, positive, and long-standing relationships with them.
- Build up a network of funders, leaders and practitioners relevant to this workstream, and develop a positive and beneficial relationship with them in relation to the Foundation's work.

f) Residencies Management

- Monitor progress and development needs of residents within the Community Development workstream – where required, arrange for support with organisational development, financial planning/sustainability development, etc.
- Support the Beehive staff to operate and maintain in good order the incubation hub.

It is anticipated that the JD may change in the long term as the Foundation and its work grows, but this will always be done in discussion with the post holder.

Person Specification

Criteria	Description	Requirements
Qualifications	<ul style="list-style-type: none"> ▪ Educated to degree level or equivalent qualification. 	Essential
	<ul style="list-style-type: none"> ▪ Project Management qualifications e.g. PRINCE2 	Strongly desirable
Experience	<ul style="list-style-type: none"> ▪ At least three years' professional experience in a community engagement and/or development role. 	Essential
	<ul style="list-style-type: none"> ▪ At least three years' project management experience. 	Essential
	<ul style="list-style-type: none"> ▪ Experience of how community organisations operate, the challenges they face and knowledge of the resources and support available to them. 	Essential
	<ul style="list-style-type: none"> ▪ Extensive knowledge and experience of working with Muslim communities. 	Essential
	<ul style="list-style-type: none"> ▪ Understand the challenges faced within the Muslim communities especially within: Mosques; education, humanitarian NGO charities and the social welfare sector. 	Essential
	<ul style="list-style-type: none"> ▪ Experience in organisational development work. 	Desirable
	<ul style="list-style-type: none"> ▪ Experience in grant-making. 	Desirable
Skills & Abilities	<ul style="list-style-type: none"> ▪ Excellent communication skills – ability to write and confidently present to work with a broad cross section of both internal and external audiences including senior managers and directors. 	Essential
	<ul style="list-style-type: none"> ▪ Excellent organisational skills – able to prioritise and manage a varied workload to tight and competing deadlines. 	Essential
	<ul style="list-style-type: none"> ▪ IT Skills – high level of IT competence and excellent knowledge of Microsoft Office applications particularly PowerPoint and excel. 	Essential
	<ul style="list-style-type: none"> ▪ Flexible approach - able to turn around requests quickly and can work, if and when required, during evenings and weekend. 	Essential
	<ul style="list-style-type: none"> ▪ Networking skills – strong networking skills when representing the Foundation externally. 	Strongly desirable
Personal qualities	<ul style="list-style-type: none"> ▪ Ability to maintain confidential and sensitive information. 	Essential
	<ul style="list-style-type: none"> ▪ Excellent interpersonal skills and strong team player. 	Essential
	<ul style="list-style-type: none"> ▪ Ability to work in a small group and in a busy open-plan environment. 	Essential
	<ul style="list-style-type: none"> ▪ Possess a positive attitude and high levels of energy, integrity, honesty and credibility. 	Essential
	<ul style="list-style-type: none"> ▪ Warm in approach – able to build strong rapport with both internal and external stakeholders to gain trust and support. 	Essential
	<ul style="list-style-type: none"> ▪ Meticulous attention to detail. 	Essential
	<ul style="list-style-type: none"> ▪ Self-starter able to work independently with minimal supervision but seeking guidance where necessary. 	Essential
	<ul style="list-style-type: none"> ▪ Diplomatic and tactful. 	Desirable

Criteria	Description	Requirements
	<ul style="list-style-type: none"> Dynamic, pragmatic and can easily adapt to new challenges and scenarios. 	Desirable
Values	<ul style="list-style-type: none"> Commitment to the values of the Aziz Foundation*. A desire to work across disadvantaged communities irrespective of backgrounds. 	Essential Essential

**The Aziz Foundation is inspired and guided by the values of: i) empowerment and growth of the individual, ii) the promotion of social justice for all communities and iii) the obligation to serve the common good in a diverse society.*

To Apply

Candidates are invited to email their CV with a covering letter by **11.30pm on Sunday 1 July**, describing how their skills and experiences fit the job description and person specification to: jobs@azizfoundation.org.uk

The Aziz Foundation reserves the right to vary or amend the duties and responsibilities of this role at any time according to its needs.