

Job Description

Job Title:	Community Development and Engagement Worker
Location:	West Northamptonshire, with regular travel across the area, including rural locations
Reports to:	General Manager / CEO
Job Type:	25 / 30 hours
Salary:	£28,860 - £31,746 FTE
Closing date:	Tuesday 27 th October 2026
Project Summary:	The Local Infrastructure Organisation (LIO) support offer provides practical infrastructure support to voluntary, community, social enterprise and faith (VCSFE) organisations across West Northamptonshire. The project focuses particularly on Local Area Partnership (LAP) priority areas, micro-organisations, hyper-local groups and rural communities. The role supports through one-to-one organisational support, funding advice, training and resource promotion, volunteering and social action, networking, partnership development, LAP engagement, sector intelligence and monitoring/evaluation.

Job Summary:
The Community Development and Engagement Worker will build effective relationships with VCSFE organisations and partners across West Northamptonshire and provide practical, accessible support to organisations, with a particular focus on micro-organisations and rural communities. The postholder will provide one-to-one advice and signposting, including funding support; promote training, volunteering, social action and Resource Hub resources; organise and facilitate networking events; attend LAP and relevant partnership meetings; share sector information and opportunities; and capture intelligence about local needs and priorities. The postholder will maintain accurate monitoring information and contribute to quarterly reporting, case studies, insight reports, follow-up questionnaires and twice-yearly satisfaction surveys to demonstrate reach, outcomes and impact.

Job Requirements:
Essential: • Experience working with community and voluntary organisations, providing advice, guidance, support and signposting, and developing effective partnerships. • Experience organising and facilitating meetings, workshops and networking events, and promoting services, training and opportunities through a range of communication channels. • Experience collecting, recording and reporting both quantitative and qualitative information. • Understanding of the needs of small, micro and community-based organisations, with knowledge of volunteering, community development and social action. • Strong written and verbal communication, with good organisational and time-management skills. • Good IT skills, including Microsoft Office, Microsoft Forms and online communication platforms. • Ability and willingness to travel across West Northamptonshire, including rural locations. Desirable: • Experience of supporting organisations with funding/fundraising. • Experience of social value or impact measurement. • Experience of Asset-Based Community Development (ABCD). • Knowledge of the local VCSE infrastructure and partnership environment.

Role Specifications:

- Provide one-to-one support, advice and signposting, particularly to micro-organisations and organisations in LAP priority areas.
- Signpost organisations to Voluntary Impact Northamptonshire (VIN) training and relevant specialist support.
- Deliver one-to-one funding advice and promote VIN fundraising training.
- Support organisations to apply learning and demonstrate their strengths, outcomes, social value and impact.
- Develop referral routes from LAPs and the WNC Communities Team into LIO support.
- Attend rural LAP meetings wherever possible and relevant working groups.
- Build relationships with rural VCSE organisations, parish councils, community centres and local stakeholders.
- Identify barriers experienced by rural organisations and feed sector issues into partnership structures.
- Promote training through websites, social media, networking events and direct contacts.
- Focus promotion on hubs, parish councils and community centres.
- Support promotion of the Resource Hub/Resource Library.
- Track promotional activity.
- Develop and maintain Funding News sections on websites and e-bulletins.
- Share LAP outcomes, priorities, news and relevant opportunities through websites, social media and bulletins.
- Develop and deliver promotional activity around volunteering and social action.
- Support updates to the CAN website and promote its use to organisations and individuals.
- Promote volunteering, including corporate volunteering.
- Deliver and promote 4 networking events per year in Rural West Northamptonshire
- Work collaboratively with VIN to deliver and promote 1 whole West Northants SAWN networking event per year.
- Promote the ABCD approach through relevant communications.
- Facilitate connections and collaborative working.
- Attend Health and Wellbeing Board meetings.
- Attend regular meetings with WNC partners.
- Actively promote the LIO offer through LAP engagement.
- Feed current sector issues and concerns into LAPs, drawing on network events, training and one-to-one support.
- Produce short reports on LAP and board outcomes, actions and themes.
- Complete the required quantitative and qualitative data and reporting.