



Trainee Community Organiser



- Job Title:** Trainee Community Organiser
- Salary:** Within a range of £8.24 - £10 per hour (subject to tax and national insurance deductions)
- Duration:** 51 weeks
- Hours:** 15 - 17.5 hours per week p/t, or 30 -35 hours per week f/t (negotiable)

Purpose: to help residents, groups, associations, and businesses in Bristol to develop their collective power to act together for the common good, through using 'Root Solution Listening Matters', a dialogue and action-based programme that supports transformational change in individuals, groups, organisations and institutions

Key Objectives

To learn how to (a) motivate and organise people in neighbourhoods by using "Root Solution - Listening Matters" organising strategy and process and (b) later to incorporate other tools and approaches for animating, developing, catalysing and focusing community action.

Key Tasks

To train in and gain experience community organising by:

1. Taking part in training and reflection for personal/professional development and to help develop the body of knowledge and understanding about community organising.
2. Listening widely to adults and young people and to help people to have conversations which motivate them to take action, to benefit their lives and communities.
3. Sharing community organising skills and ideas, and support people to develop their skills and knowledge to be better able to participate in public and community life and to make their voices heard.
4. Developing and supporting networks of volunteer community activists in listening, research, planning and action in their communities.
5. Providing support to community activists in creating projects and enterprises which provide solutions to the problems that individuals, communities and the world face.
6. Mediating with political, public and business sectors to facilitate dialogue and transformation.
7. Developing an integrated communication strategy including using social media.
8. Adhering to and modeling the programme's Code of Conduct and the equal opportunities strategies of Locality and the host organisation

Background to Role

Locality, the national network for communities ambitious for change, is coordinating a new OCS funded nationwide programme of Community Organising. This four-year programme will be delivered in partnership with Action to Re:generate Community Trust (Re:generate). It will provide training and learning placements around England for individuals wanting to gain experience and qualifications in Community Organising. The core of the Partnership's approach to community organising is "Root Solution - Listening Matters", which is described as "a learning and action-based programme created to support transformational change in individuals, groups, organisations and institutions. The foundation of the work and training is 1:1 systematic listening and dialogue that builds trusting, respectful relationships, networks and connectivity between and across diverse communities that stimulates action for transformation that shifts power relationships."

Training Information

This is a one year experiential learning programme to develop skills and experience in Community Organising. Trainees will have the opportunity to gain an Open College Network (OCN) accreditation in Foundations of Community Organising and additional, deeper training, possibly resulting in a further qualification at Higher Education level.

Trainees are recruited and hosted by a local community based organisation who provides them with a work base, local support and management, and a learning environment, but they work independently from and do not undertake any work on behalf of the Host. For this reason most Trainees will be employed by Locality and seconded back to the Host.

The programme begins with a three day residential training course provided by Re:generate, which will give trainees the opportunity to get a much deeper understanding of "Root Solution - Listening Matters" and the Community Organising role. All candidates made a trainee job offer must attend the course. Contracts will not be signed until after the three day residential training course, giving the opportunity to 'experience' the programme and the role before making a final decision to take up the traineeship.

Trainees then return to their community to begin putting the learning into practice, first listening to relatives, friends and colleagues, and then in the wider community. There will be regular opportunities for reflection and development via ongoing distance/ e-learning sessions and mentoring and guided actions by Re:generate. It is hoped that trainees will achieve their OCN accreditation at the end of the first six months. To obtain accreditation participants will need to complete some assessed pieces of work - there are no formal educational requirements.

Trainees will then choose from a range of 'Go Deeper' learning options. This will last for the next six months of the contract, and allow them to respond to the needs of their community as different issues and projects arise and also to specialise in, for example, community enterprise development, Alinsky style citizen organizing or the "Root Solution - Listening Matters" process. Learners can achieve accreditation at level 2 or 3 from the OCN at different points during this year.

Terms and Conditions:

Employer: The contract will usually be with Locality, and the trainee will be seconded to Barton Hill Settlement for the duration of the contract. There may be circumstances in which the employment contract will be directly with the Host.

Terms and conditions: 51 week Fixed term contract with statutory holidays, statutory sick pay and statutory maternity pay. Based at Barton Hill Settlement with the ability to work from home but spending most of the working time out in community settings. Anti-social hours can be expected and time off in lieu will be given. The host will hold an expenses budget on behalf of the organiser for ITC, travel and other organising costs, and provide a work base and access to ITC networks.

Line Management and support: Provided by Joanna Holmes at Barton Hill Settlement for local day to day work, learning and managing expenses.

Accountable to: Locality for participation in and achievement of learning outcomes and following the “Root Solutions - Listening Matters” programme. Locality will manage all grievance and disciplinary issues and any breach of the Code of Conduct.

Application

Application is by personal statement to Sally Jobling, which should clearly show how you meet the essential and preferred criteria for Trainee Community Organiser as outlined in the person specification, including describing your experience and knowledge gained from paid and unpaid work roles. Candidates must be able to demonstrate that they are eligible to work in the UK and must be available for a three day residential training course from 28th-30th September 2011.

Selection will be via a local interview and a telephone interview. Contracts will be issued after an offer is made, but will not be required to be signed until after the three day residential training course, giving candidates the opportunity to ‘experience’ the work before making a final decision on accepting the post.

For an informal chat, please call Sally Jobling 0117 955 6971.

Trainee Community Organiser - Person Specification

Essential Qualities	Method of assessing
1. Highly motivated to develop Community Organising skills and committed to work for the benefit of communities in which they work. A Community Organiser must be able to put aside their own agenda to listen without prejudging.	Interview Personal statement
2. Reflective and self-aware. Able to apply, transfer and build on what they do. Willing to support the learning of others - including fellow trainees and the wider community.	Interview Personal statement
3. Dynamic, motivated, energetic and creative with a can-do approach to problem-solving. A Community Organiser needs to be alert, adaptable and responsive and focussed in the heat of the moment.	Interview Personal statement
4. Resilient. Able to take challenge and criticism and cope with negative and apathetic attitudes.	Interview Personal statement
5. Respectful, open, and sensitive to others' history and experience. Sensitive to local cultures and languages. Positively committed to equal opportunities and social justice.	Interview Personal Statement
6. Able to develop an understanding of empowerment and disempowerment and willing to explore the root causes of issues affecting people in communities.	Interview Personal Statement
7. Able to motivate. Enjoys and values helping others achieve and develop their potential.	Interview Personal statement
8. Flexible. Available to work anti-social hours at times (evenings, weekends)	Personal statement
9. Has personal integrity. Willing to be accountable and adhere to the Code of Conduct	Interview Personal Statement
Essential Skills	
10. Organisational skills. Able to work on own initiative and self manage time and priorities.	Interview Personal statement
11. Listening, communication, social and interpersonal skills.	Interview Personal statement
12. Leadership skills. Able to lead and work in a team framework. Able to involve, empower and develop colleagues, especially volunteers.	Interview Personal statement
13. Analytical and reflective. Able to assess data and experience.	Interview
14. Some experience with computers. Able to or willing to learn to use email, social media and database programmes.	Interview Personal statement

Non essential skills:
- able to drive

Useful Experience and Skills:

Please tell us if you have skills or experience in any of these areas - they are not essential but any will come in useful in undertaking this role. This information will not be used to shortlist applicants it is for information purposes only.

knowledge of local area
community action
community level organisation
community development
community enterprise
campaigning
staff recruitment and people management
group facilitation
project planning, development and budgeting

negotiation or mediation
(within voluntary, public and business sectors)
customer and public relations
social and market research
journalism and media
sales and merchandising
business and marketing experience
fundraising