 

**Job:** Near Neighbours coordinator, Nottingham city

**Hours:** 21 hours (evening and weekend work will sometimes be required so flexibility is important, time in lieu can be taken)

**Salary:** £14,400 (£24,000 fte tbc)

**Duration:** fixed term contract until end of March 2021 (with view to extend depending on funding), subject to a 3 month probationary period.

**Location:** Home working during lockdown and then citywide/ office based inLenton,Nottingham

**Aim:** To coordinate and develop Near Neighbours by:

Initiating, supporting and strengthening networks of people and groups of different faiths and ethnicities.

Offering support, mentoring and training to people in the target areas who lead or want to start projects aimed at bringing people together from different faiths and ethnicities

Overseeing the Near Neighbours grants programme for Nottingham

**Context:**

Near Neighbours (NN) is an initiative of the Church Urban Fund and the Church of England. It is a response to the Government’s desire to provide resources to strengthen human relationships in multi-religious and multi-ethnic neighbourhoods. The Ministry of Housing Communities and Local Government has funded NN since 2011. For more information see [www.near-neighbours.org.uk](http://www.near-neighbours.org.uk).

There has been an East Midlands NN worker since 2011, but for the first time we have a post to specifically focus on Nottingham as part of the Transforming Notts Together team.

Transforming Notts Together (TNT) is a Joint Venture between the Diocese of Southwell and Nottingham Church Urban Fund. We aim to help tackle poverty by transforming the lives of the poorest and most marginalised in our communities by:

* Raising awareness of the need to tackle poverty and ways of doing so
* Coordinating & developing networks to build relationships between projects, agencies and churches to increase effectiveness
* Motivating & mobilising church groups to serve their local community to help tackle poverty

**Key responsibilities of the role:**

**Networking & relationship building:**

* Link with the other Near Neighbours regional teams – attending monthly NN Coordinators meetings.
* Operate as part of the wider TNT team sharing ideas, resources and offering mutual support
* Develop a network of grassroots leaders, across different faith & cultural communities, using existing networks, and seek to expand these networks, particularly engaging with disadvantaged or hard to reach groups.
* Establish a regular presence in the target areas.
* Explore and support the potential for new activity including Places of Welcome which strengthens association and networking between people and groups of all backgrounds including age, gender, ethnicity and faith or no faith.

**Equipping, mentoring & training**

* Equip and resource people, particularly those undertaking Near Neighbours community initiatives, by offering capacity building and training, through partner organisations.
* Offer support and encouragement to local organisations in activity across faith and cultural communities.

**Applications to the small grants fund**

* Support and develop applications to the small grants fund for project ideas that meet Near Neighbours criteria and priorities within the target areas of Nottingham.
* Provide a rigorous initial screening process ensuring that:

Money is well spent and represents good value

Groups are thinking creatively about how they use the money

Any potentially inappropriate applications are flagged up

* Follow up contacts with people involved in completed projects encouraging participation in further, offshoot activities and wider promotion.
* Involve partners in inter-agency summit meetings or advisory partnerships
* Engage in monitoring and evaluating the effectiveness of the programme within the agreed national framework, cooperating with Near Neighbours evaluation agencies.

**Other responsibilities:**

* Actively promoting the values of the programme, Places of Welcome and the resources that Near Neighbours offers to local faith and community groups, e.g. through interfaith forums, council events, conferences, comms etc.
* Generating ‘good news’ stories with the support of central NN and TNT Comms. To be published on Near Neighbours website, via our own Newsletter and through press contacts.

**Essential Experience/Skills:**

A suitable and demonstrable level of experience in a community development role

Experience of working in multi faith contexts and skills in cross cultural communication

A sound working knowledge of financial systems, i.e. basic book keeping, budgeting

Excellent organisational skills

IT skills including MS Office, databases and social media

Experience of working with volunteers and community projects

**Highly desirable Experience/Skills**

Project management experience

Experience of working in the voluntary and faith sector

Good communication skills and experience of delivering effective presentations and public speaking

Local knowledge and contacts in the designated area

**Personal qualities:**

In sympathy with the ethos of the Church of England delivered Near Neighbours initiative

Ability to take initiative and operate well as a team player

A flexible approach to the job combining energy, enthusiasm and a will to succeed, sometimes working irregular hours

Methodical and well-organised

Ability to travel regularly across Nottingham

TNT is an equal opportunities employer and does not discriminate on the grounds of gender, marital status, race, ethnic origin, colour, nationality, national origin, disability, sexual orientation, religion or age. Selection for employment will be based on aptitude and ability.

**Please apply by sending your CV and a covering letter detailing why you would be suitable for the role, referencing the role description, to** [**Hannah.Buck@transformingnottstogether.org.uk**](mailto:Hannah.Buck@transformingnottstogether.org.uk) **by Sunday 28th June.**

Interviews will be **6th/7th July in Nottingham,** via Zoom or at an outside or inside socially distanced location, depending on restrictions.