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| **JOB DESCRIPTION** | |  |
| StreetGames | **Location:** London | | |
| **Job Title:** CAPACITY DEVELOPMENT OFFICER | **Grade/Salary Range:** SO1/SO2 SCP29-34 £34,520 - £40,10 FTE  **Hours:** 0.4 PT or 0.8 PT | | |
| **Responsible to:** London and Southeast Director. | **Responsible for:** Supporting StreetGames network organisations with sustainability, funding, training and capacity building. | | |
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| **JOB PURPOSE** | | | |
| Following a successful bid to the City Bridge Foundation, this exciting role will aim to provide high-quality capacity-building support for youth, sport and community sector organisations, supporting quality service delivery, effective, efficient and financially sustainable organisations, advocacy and connectivity for the network.  The postholder will provide expert support, guidance and advice to the London Network, ensuring they provide quality service delivery, are effective, efficient and financially sustainable organisations. This will be facilitated through one-to-one meetings with community organisations to complete Development Toolkits and the production of bespoke actions plans. The capacity-building support will include completion of a workforce development audit to identify the needs of community organisations and working with them to implement training and development plans for staff and volunteers.  The Capacity Development Officers will work with community organisations to help them to reflect, to identify areas of improvement, creative solutions, and development in relation to organisational effectiveness and efficiency, for example through income generation, governance and environmental sustainability.  The post holder will work alongside other StreetGames’ colleagues e.g. the Network Support Lead to build and develop relationships with StreetGames organisations and other local and pan-London partners. Part of the role will be working alongside StreetGames’ Fundraising lead to identify investment opportunities, providing support with a pilot Future Fundraisers project and the hosting of funding themed workshops. The role will include supporting with the production of mar/comms in the form of blogs, social media and news articles to promote the work and successes of the programme. | | | |

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| **DESIGNATION OF POST AND POSITION WITHIN TEAM STRUCTURE** | | | |
| Place Director London/SE and Midlands  Place Partnership Manager London and SE  Network Fundraising Officer London/SE and Midlands  Doorstep Sport Advisors and contractors  Network Support Lead (London)  Capacity Development Officers | | | |
| **MAIN DUTIES AND RESPONSIBILITIES** | | |
| **Network Development and Support -** through individual contact with community organisations, supporting with the completion of reflection Development Toolkits and production of individual action plans, and through intelligence gathered inform the content of planned Network Meetings. This will involve working with the Network Support Lead to address workforce development needs, working with the Fundraising Lead to address fundraising gaps/identify support required, and signposting to relevant StreetGames resources/support i.e. [M&E Kitbag](https://www.streetgames.org/our-network/for-network-members/monitoring-and-evaluation-kit-bag/) and external expertise/support dependent on needs.  *Success is measured by no. of contacts, no. of completed development toolkits, training and sustainability KPI’s, no. of funding bids supported, community organisation feedback and other development outcomes.*  **Network Events -** to be delivered throughout the year across the London region (four per annum). Support the wider London StreetGames team with the organisation and promotion of such events. The Network meetings will be focussed on sharing insight, best practice between community organisations, sharing funding opportunities (e.g. meet the funder events) and facilitating the development of new partnerships and collaboration within the network.  *Success is measured by attendance levels, participant feedback and other event outcomes.*  **Network Communications and Insight** – support the Network Support Lead with content related to breaking news, funding, monthly updates, impact reports, insight and the celebration of network members, that can be included in the monthly London and Southeast newsletter. To gather and record feedback/intelligence from LTOs, to inform joint workforce development needs, meet the funders M&E requirements, support with the creation of good practice case studies, potential ‘test and learn’ pilots, advocacy needs and creative solutions that could support several organisations across the network.  *Success is measured by no. of communications, campaign monitor insights Instagram engagement, no. of reports, no. of case studies and other communication outcomes.*  **Main Duties & Responsibilities**   1. To co-ordinate and provide capacity development support to the StreetGames network delivery organisations through in-person one-to-one sessions, network meetings, telephone and written contact, regional updates and correspondence. 2. Via in-person meetings undertake needs assessments using our Health and Capacity Development Toolkit and help produce an individual organisation action plan. 3. To develop positive working relationships and ensure new local community organisations are engaged with wider StreetGames network. 4. Support the coordination and delivery of a Workforce Development Audit and training offer to the network, alongside StreetGames’ Training Academy. 5. To support the network with fundraising advice and guidance, including the completion of the Fundraising Readiness Tool, the development of fundraising plans and grant applications (as and when required). 6. Use their knowledge and experience of different types of community organisations and how they operate to provide appropriate support and guidance in relation to fundraising and sustainability planning. 7. Develop a comprehensive understanding of the local priorities of LTOs and match them to different funding opportunities. 8. Disseminate knowledge and collate learnings, insight and good practice on a regular basis. 9. Identify where common themes exist and look at ways of creating joint workshops / funding clinics. 10. Support networking and best practice sharing events for the network, identifying opportunities for partnership working and collaboration, particularly related to funding, investment opportunities, governance and capacity building. 11. Collecting monitoring and feedback data to understand the impact of the support programme, to inform creative solutions, future funding requirements and potential ‘test and learn’ pilots. 12. Working alongside wider StreetGames colleagues to coordinate support as part of the programme e.g. arranging meetings in person and online. 13. In addition to our core offer, explore and provide creative solutions to support the ‘backroom’ capacity needs of our LTO network. | | |
| **General Duties** | | | |
| 1. To adhere to existing working practices, methods, procedures, undertake relevant training and development activities and to respond positively to new and alternative systems. 2. It will be necessary to work with information technology and associated systems in accordance with StreetGames policies. 3. To co-operate with StreetGames in complying with relevant health and safety legislation, policies and procedures in the performance of the duties of the post. 4. To carry out the duties and responsibilities of the post in compliance with the StreetGames equity and safeguarding policy. 5. To maintain confidentiality and observe data protection and associated guidelines where appropriate. 6. To carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post. 7. To work collaboratively across the organisation in keeping with the StreetGames culture and values. | | | |
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| **PERSON SPECIFICATION** | |  | | |
| **StreetGames** | **Job Title: Capacity Development Officer (London region)** | | | |
| **Qualifications / Education / Training:** | | | | |
| 1. Educated to degree level OR able to demonstrate a level of operation and understanding consistent with degree level.  2. Evidence of continuing professional development and training.  3. Evidence of writing successful funding applications, supporting community organisations with their internal management, external delivery and/or managing a community organisation. | | | | |
| **Experience and Knowledge:** | | | | |
| 1. Experience of providing face-to-face support to a network of local community and voluntary sector organisations – including an understanding of governance and organisational effectiveness and efficiency. 2. Excellent Partnerships management skills with the ability to engage a wide variety of strategic and delivery partners. 3. Values led approach reflecting StreetGames values of People-centred, Passionate, Positive, Pragmatic and Courageous. 4. Experience of identifying training needs of organisations, and establishing appropriate training and development support, to meet those needs. 5. Excellent interpersonal communication skills; presenting ideas and information, providing clear instructions, persuading and negotiating. 6. Excellent customer care skills with the ability to develop these in others. 7. Experience of project management. 8. Experienced administrator and organiser. 9. Experience of communications to partners and networks. 10. Experience of co-ordinating and/or delivering training. 11. Experience of bid writing & fundraising for community organisations. 12. Experience of writing successful funding applications, to a diverse range of funders. 13. Experience of leading collaborative funding bids involving multiple partners. 14. Experience of developing and building important local and regional relationships with partners. 15. Experience of evidencing impact by collecting data and showcasing what success looks like | | | | |
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| **Skills and Abilities:**   1. Highly developed interpersonal skills and strategies for interacting with a range of organisations and sectors, including coaching and training, sport for development, public health and community development. 2. Excellent communication skills with the ability to present, negotiate, challenge, listen and understand the views and experiences of organisations. 3. Strong facilitation skills with the ability to effectively involve a range of partners. 4. Able to create partnerships which are people-centred, positive and take a pragmatic and courageous approach. 5. Able to be innovative in approach and be solutions-focused, not being afraid to take action and make change. 6. Good relationship management skills with the ability to work as part of a team including internal staff and project managers from Locally Trusted Organisations. 7. Excellent organisational skills with the ability to say ‘no’ or ‘not right now’ in order to prioritise quality work. 8. Advanced self-reflection and evaluation skills. 9. Able to prioritise own workload and be self-motivated. 10. Able to use Microsoft Office applications, particularly Teams, OneDrive, SharePoint and Outlook. | | | | |
| **Work Related Personal Requirements** | | | | |
| **WORK RELATED PERSONAL REQUIREMENTS**  1. Commitment to equality and diversity always; both in and outside of the organisation.  2. This post will be subject to an enhanced Disclosure and Barring check.  3. The post holder must be able to and willing to travel across London using public transport. This is a London based role with extensive travel across London anticipated.  4. The post holder will be expected to work flexible hours (which on occasions may involve evenings and weekends) to meet with community organisations at times that are suitable for them. | | | | |

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