

JOB DESCRIPTION

JOB TITLE	Inspire Community Connector - Business Sector
REPORTS TO	Senior Community Connector
POSTHOLDER	
LOCATION	South Tyneside
SALARY SCALE	c£21,000 FTE
Working Hours	TBC c21 hrs per week
JOB PURPOSE	
This Community Connector post is part of a small team of Community Connectors. This post is responsible for connecting the Business Community in South Tyneside with the VCSE sector with a specific responsibility to increasing awareness of volunteering in South Tyneside.	
MAIN RESPONSIBILITIES	
<ol style="list-style-type: none"> 1. Work with the South Tyneside business community to raise awareness of the value and impact of volunteering. 2. Support businesses to develop and embed effective volunteering policies for their workforce. 3. Work with the Head of Delivery and the Senior Community Connector to adapt Time to Spare for use in the business community. 4. Ensure volunteering opportunities are promoted to the business community and drive an increase in business volunteers. 5. Attend and engage with the South Tyneside pledge to support volunteering 6. Work with the Funding and Governance Officer to develop events and workshops supporting volunteering/learning/Trustee roles relevant to the business community 7. Establish and maintain positive relationships with statutory partners, local businesses and others as appropriate to build effective partnerships 8. Share insight and intelligence across Inspire and the wider system 	

KNOWLEDGE, SKILLS AND EXPERIENCE	
Essential	Assessment
1. Excellent interpersonal skills and ability to form and maintain appropriate relationships with community members, business sector, public sector employees and appropriate agencies across South Tyneside.	Application form/interview
2. A people person who is happy to chat to anyone at any time about any subject. Must be able to engage and work effectively with people from different backgrounds in ways that appreciates their assets and is sensitive to their needs. Able to keep confidences. Able to identify and support community based strengths and assets	Application form/interview
3. Knowledge/awareness of the values and impact of volunteering and adept at identifying and expanding volunteering opportunities for the business sector.	
3. Able to demonstrate knowledge of equalities and diversity issues, including understanding of barriers to participation and inclusion and evidence of addressing this in practice.	Application form/interview
4. Strong project management skills to work with high degree of autonomy to drive up volunteering in the business community	

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5. Strong relationship builder with excellent partnership working and networking skills.	Application form/interview
6. Able to demonstrate a solution based approach to resolving project issues and delays and a common sense approach to getting things done.	Application form/interview
7. IT literacy	Application form/interview
8. Able to write reports, blogs, case studies, articles and use Social media.	Application form/interview
9.self-motivated, organised, and able to work under own initiative as well as within a team.	Application form/interview
10.Enthusiastic about the project and committed to helping others make a difference for their community.	Application form/interview
11 Diplomatic, articulate, enthusiastic, and extremely well organised.	Application form/interview
OTHER	