



KNOWLE WEST ALLIANCE

rooted in the community; growing for the future

Knowle West Alliance

Job Pack: KWA Director

After a successful first five years, the Knowle West Alliance has recently secured funding from the National Lottery Community Fund for the next three years. Now is an exciting moment to join the team and make a real impact in the community. If you are passionate about Knowle West, community cohesion, resident-led change-making, food justice and collaboration and have experience in community leadership, facilitation and community wealth building this could be the perfect job for you. Read on and find out more.

About the Knowle West Alliance

“It’s all about the collaboration and the mindset - it’s a way of doing things.”

— Carolyn Hassan, founding member of KWA

The Knowle West Alliance (KWA) is made up of residents of Knowle West, local groups and organisations working together to achieve a shared vision for the neighbourhood.

Our vision is for “Knowle West to be a place where everyone wants to be; where residents are healthy, happy, well connected and the area is green, prosperous and fun. A place people are proud to call home”.

Our mission is to work together to increase connectivity, engagement and action. With current focuses on community cohesion and food justice. We support the conditions for people to get involved in what matters to them.

Our approach is rooted in collaboration, with a strong commitment to social justice and community empowerment.

Find out more about KWA's work at www.knowlewestalliance.co.uk and our community website www.knowlewest.co.uk

About you

You are a people person who loves being *in* community; you can build trusted relationships and facilitate conversations with people from all walks of life. You are pragmatic as well as strategic and know how to lead projects as well as people. You care about place-based change and are curious about issues that impact people's lives. You might not be an expert in all the areas/themes that we work on, but you are keen to learn and bring both your enthusiasm and your commitment to collaboration. You will be someone who is comfortable with building as you go – this is grassroots work, and you will wear many hats.

We are looking for a strategic leader who is a dynamic facilitator and strong project manager who works with care, generosity and kindness. Someone who is a strong communicator who can build trusted relationships with residents and a range of stakeholders locally and beyond. If you are passionate about social justice and have experience in community development (or similar; we welcome transferable skills and knowledge), then this job might be for you.

Welcoming everyone

We believe our work will be stronger with greater diversity. Our goal is to be an inclusive place to work and for our team to fully reflect the communities we work in.

We welcome applications from people of all backgrounds and particularly those that are under-represented in our organisation and VCSE sector compared to the communities we work with. This includes people who identify as working-class, Black, Asian, mixed heritage or other global majority backgrounds, transgender, non-binary, D/deaf, visually impaired, disabled or neurodivergent.

Access

We want to ensure our recruitment process is accessible for you. If you would like this information in a different format, require further information, need support with access

requirements or an informal chat about the post please contact us by email at enquiries@kwmc.org.uk or call [0117 903 0444](tel:01179030444).

As part of our commitment to being a Disability Confident Employer, we guarantee an interview to anyone who identifies as disabled (as defined by the Equalities Act 2010) that meets the essential criteria set out in the person specification.

Job Details

- **Job Title:** KWA Director
- **Hours:** Part-time: 30 hours per week.

Some occasional evening and weekend work may be required based on program needs (and by agreement).

We support flexible working within the requirements of the role.

- **Salary:** £38,178 full time equivalent. £30,955 pro-rata.
- **Leave entitlement:** 25 days pro-rata plus bank holidays.
- **Location:** KWA office space is hosted at Knowle West Media Centre. But we encourage hot desking and working across partner and other community spaces.

This is a place-based role and so physical presence in the community is required for a minimum of 2 days per week – generally Tuesday and Wednesday for team and network meetings.

- **Accessibility:** Knowle West Media Centre is wheelchair accessible, as is The Park, Filwood Community Centre and The Health Park
- **Contract Term:** The role is offered as a 3-year fixed term contract to align with the NLCF funding, subject to successful completion of a 6-month probation period. The role can be extended subject to further funding being secured.
- **Benefits:** Simply Health EAP Programme, employer pension contribution, flexible working, cycle to work scheme, Christmas office closure, your birthday off work.

Main Purpose of the Role

As KWA Director you will play a key role in advancing the Alliance's mission by providing strategic leadership for the Alliance, building relationships and facilitating community conversations, shaping programmes of activity that respond to the community, managing a small team and supporting the Alliance to grow.

Reporting Line

As the Knowle West Alliance is a network (not an organisation), the Director will be employed by Knowle West Media Centre (KWMC), with wider support offered by the Chief Executives/Directors of KWA's Founder Organisations (The Park, KWMC, The Health Park and Filwood Community Centre).

The role involves close collaboration with the Alliance Working Group (residents, groups and organisational representatives), KWMC senior leadership team and various community partners.

Team

The Director will manage the small Knowle West Alliance staff team, with line management responsibility for at least two direct reports. One member of staff is already in post, the comms manager, and the other role will be shaped and recruited once the Director is in post.

Working Culture

As an alliance we are mutually supportive, kind and solution focussed. We share values that underpin our asset-based approach. We respect and learn from the shared depth of community knowledge and we are also up for trying new things. We want the best for Knowle West, and we believe that together we are better able to move towards our shared vision.

Key Responsibilities

Strategic Leadership and Project Delivery

- Work with the Alliance and stakeholders to develop and deliver the KWA vision and action plan, in line with current funding agreements, and considering the context of the Knowle West Regeneration Framework and evolving local community priorities.
- Oversee the implementation of KWA activity, including KWA Small Grants, Training Programmes, and Communications initiatives (e.g. The Knowledge newsletter and community website).

Engagement and partnerships

- Develop wide ranging engagement routes for people to participate in KWA activities in ways that work for them. For some that might be joining the Working Group, for others it might be delivering The Knowledge newsletter, or perhaps joining the Small Grants Panel or coming along to some training.
- Actively build relationships across Knowle West with residents, local groups and organisations through attending community events, meetings and networking.
- Actively build and maintain partnerships to develop cross-neighbourhood resilience across South Bristol.

- Respond proactively and strategically to emerging community situations, coordinating necessary actions with partners.
- Continue to develop good working relationships in city-wide forums, taking opportunities to advocate for resident voice/priorities and to identify and draw in potential resources and/or partnerships that may benefit the area.

Facilitation:

- Facilitate the Working Group and support facilitation of related action groups.

Fundraising

- Work with the Founders Group to identify and secure ongoing funding for the Alliance.

Management and monitoring

- Manage the KWA staff team.
- Ensure compliance with funding agreements, key deliverables and monitoring /evaluation requirements.
- Manage multiple budgets in accordance with grant terms (with support from KWMC Finance team).
- Ensure KWA works within KWMC's policies and procedures (as KWA's accountable body).
- Commission and oversee evaluation to identify strengths and learning in line with funding requirements.

Key Result Areas

- **Sustainability:** KWA is well-established and has a positive local profile with a robust communications network.
- **Community Engagement:** Residents are empowered to influence and take forward actions that result in visible community improvements.
- **Membership:** Strong and active engagement in KWA from residents and local organisations with a transparent process for being part of KWA.

- **Partnerships:** Strong, confident partnerships with-organisations, groups and individuals both locally and citywide; supporting the delivery of shared goals for Knowle West.

Commitment to KWA's Values

Team members are expected to uphold KWA's core values:

- Share power, knowledge, space and resources for the benefit of Knowle West
- Build the trust and confidence of people to get involved
- Recognise and value everyone's skills and experience
- Listen to and respect different views
- Actively seek out, and enable the views of the wider community to be heard
- Continually work to improve equality of representation and inclusion
- Be creative and do things differently
- Enable people to get involved in the ways that they enjoy, in the places they like, on their own terms
- Be open, clear and transparent in our activities and communications
- Celebrate successes and make change visible

Person Specification

Essential

Skills

- Confident and inclusive facilitation and reflective practice skills across a diverse range of settings.
- Strong and clear communicator - written, verbal, and across a variety of platforms. Can communicate effectively with people from all walks of life and at all levels.
- Creative, collaborative, solution focussed and proactive work style.
- Effective relationship-building and partnership building skills.
- Strong organisational skills.
- Confident and competent using standard IT software including Microsoft packages

Experience

- Experience with asset-based community development approaches.
- Experience (or willingness to learn) of embedding trauma informed practice into all aspects of work.
- Strong project and people management and experience building and nurturing teams.
- Demonstrable experience in fundraising, grant applications and grant budget management.
- Experience of working at the grassroots level in and with communities.
- Experience in producing reports and monitoring information for various audiences.
- Experience of responding quickly and with care to co-create clear comms statements internally and externally when needed.
- Experienced in being both strategic in methodology and responsive/agile in approach.

Knowledge

- Understanding of issues affecting disadvantaged communities.
- Understanding of equality, diversity and inclusion matters with evidence of practical application.
- Knowledge of or connection with Knowle West and/or the ability to quickly acquire local knowledge and demonstrate passion for the area.

Desirable

- Experience facilitating community-led cohesion and/or food justice projects
- Knowledge (or willingness to learn) around Planning & Development/regeneration frameworks
- Experience/understanding of working alongside statutory services/navigating local, city and national structures/frameworks/bodies

Application Process

Closing date: 23.59pm, 18th January 2026

Interview Dates: 5th February 2026

Start Date: As soon as possible.

To Apply:

Please read the job description and person specification carefully. Then please complete our online application form here:

<https://airtable.com/appWsHir1vmS96QjA/shreNWK5ujtpVL2HD>

You will be asked some basic details, to respond to the 2 questions below and to upload a CV and to complete an anonymous equalities monitoring form.

1. Why you want to join KWA, and what excites you about the role?
2. How do your skills and experience meet the job description and skills, experience and knowledge set out in the person specification? Please give specific examples – these could be from your past or current employment, unpaid projects and hobbies, learning, training, skills or general lived experience.

You can answer the questions in writing or by providing a link to a video or audio clip. Written answers should be no longer than 250 words for question 1 and 750 words for question 2. Video or audio clips should be no longer than 10 minutes total in length and uploaded to an online platform that does not expire (e.g. not WeTransfer).

As part of our commitment to being a Disability Confident Employer we guarantee an interview to anyone who identifies as disabled (as defined by the Equalities Act 2010) that meets the essential criteria set out in the person specification. Please make sure state if you'd like to be considered under this initiative in your application.

If you'd like to talk to someone about the role, in advance of making an application, please contact martha.king@kwmc.org.uk or tom.newman@kwmc.org.uk

Offer of employment

All offers of employment are made subject to contract, receipt of at least two suitable references and documentation confirming your eligibility to work in the UK.