



KNOWLE WEST ALLIANCE
rooted in the community; growing for the future



Knowle West Alliance

Job Pack: KWA Opportunities Coordinator

The Knowle West Alliance (KWA) has recently secured funding from the National Lottery Community Fund for the next three years, following a successful first five years.

We are looking for an **Opportunities Coordinator** to support people in Knowle West to build skills, confidence and connections, and access opportunities that help them achieve the things that matter to them and their community.

This is a people-facing, community-based role that is for the Knowle West community.

You will spend much of your time out in the community, building relationships with residents, community groups, organisations and businesses as part of the Knowle West Alliance team and based at Knowle West Media Centre (KWMC). Your role is to connect people with opportunities for training, volunteering, skills sharing, funding and pathways into work, helping residents access the support, resources and connections they need to achieve the things that matter to them and to strengthen the wider community.

You will work with the community to co-create and implement a programme to provide training, volunteering and other skills-based opportunities for residents, in partnership with community groups, local organisations in Knowle West, and training providers. You will identify, connect, and equip residents with the skills, opportunities, and resources to positively impact the Knowle West community in ways they have identified, with a particular focus on KWAs strategic priorities of **Food Justice** and **Community Cohesion**, playing an important role in tackling inequity and fostering a sense of belonging for everyone in Knowle West.

As **Opportunities Coordinator** you will work with local organisations, groups and individuals to build a programme that could include:

- Fundraising
- Small group governance
- Professional boundaries
- Anti-oppressive practice
- Community development

The role will also support resident led training programmes with guidance, facilitation, signposting and funding through our grants programme, and support other organisations

with their complementary training opportunities in the local community, for example, Knowle West Health Park and Hartcliffe and Withywood Community Partnership are launching a training programme to promote and embed trauma informed approaches which you learn more about and connect relevant people.

You will further develop opportunities for informal skills and best practice exchanges, and signposting via KWA resident-led groups and drops-ins.

Read about our previous training programme here - <https://knowlewestalliance.co.uk/training/>

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

Ideally, you’ll have lived experience of Knowle West as a current or former resident, or a deep experience working in the area who is passionate about creating and connecting opportunities in order that local people can realise their ambitions.

You have a strong commitment to anti-oppressive and anti-discriminatory practice and can apply this to project delivery in a diverse community to promote equitable opportunities.

You can identify, recognise, and champion the strengths and assets of the Knowle West community, as well as opportunities for new initiatives to meet need and are able to think creatively to build capacity among residents and organisations. You are self-motivated, and able to develop and shape initiatives with curiosity and creativity to meet the needs of the community, responding to feedback in a solution focussed way to ensure projects are resident led and impactful.

Job Details

- **Job Title:** KWA Opportunities Coordinator
- **Hours:** Part-time: 22.5 hours per week. Some occasional evening and weekend work may be required based on programme needs (and by agreement
- **Salary:** £31,164 per annum, pro rata
- **Leave entitlement:** 25 days pro-rata plus bank holidays.
- **Location:** This role is based with the Knowle West Alliance team at Knowle West Media Centre (KWMC). However, this is a place-based role and you will spend much of your working week out in the community, working alongside residents and partner organisations across Knowle West. We encourage hot-desking across founding members of KWA including The Park, Filwood Community Centre and Knowle West Health Park
- We support flexible working within the requirements of the role

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 Knowle West Health Park

Contract Term: The role is offered as a 2-year fixed term contract to align with the National Lottery Community Funding, subject to successful completion of a 3-month probation period. The role can be extended subject to further funding being secured.

- **Benefits:** Bupa 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 Opportunities Coordinator you will develop and implement a programme of training, skills sharing, and capacity building to equip, connect and resource people with the relevant experience and skills to achieve their ambitions and have an impact in Knowle West.

Who you'll work with

As the Knowle West Alliance is a network rather than a standalone organisation. The Opportunities Coordinator will be employed by **Knowle West Media Centre (KWMC)**, and line managed by the **KWA Director**.

You'll work as part of small team including:

- Community Communications Facilitator
- High Streets Community Connector
- KWA Director

You'll also work closely with KWMC's Community Organiser and the KWA working group, which includes residents, local groups and organisational representatives.

You'll collaborate with KWA's Founder Organisations: The Park, Knowle West Media Centre, Knowle West Health Park and Filwood Community Centre, as well as other organisations, businesses and partners across Knowle West.

Your particular focus will be on working for the community to provide opportunities, skills, pathways and capacity building, while working closely with other KWA roles to make sure our work connects rather than overlaps.

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

- To co-create and implement a rolling training programme (with training providers) shaped by the needs of the community
- To identify and connect people, groups and communities with volunteering opportunities and help develop pathways into work in ways that positively impact Knowle West, especially projects addressing Food Justice and fostering Community Cohesion
- To identify and promote opportunities for sharing skills and knowledge across the community
- To signpost and connect residents and grassroots groups with resources (e.g. funding, spaces, advice and guidance) to achieve their goals, and support, or connect residents with support to write funding bids.
- To support the work with KWA colleagues in implementing the small grants programme, and securing ongoing funding opportunities to maintain it.
- To gather community voice and feedback to evaluate co-design and develop the project to best meet the community's needs and ambitions
- To attend KWA working group and other resident groups and community meetings to promote opportunities and gather ideas
- Promote inclusion, diversity, and equity in all interactions.
- To build relationships with local community organisations, partners, and businesses in order to understand their work and identify opportunities for local people to participate in a range of ways.
- To use a variety of methods to promote and share opportunities for training, volunteering, skills sharing, and related activities/ events.
- To identify opportunities for placements, training and pathways aligned with KWAs strategic priorities supporting Food Just and Community Cohesion in Knowle West.
- To celebrate the successes and progress of initiatives and individuals by storytelling in a range of formats and for different audiences.
- Supporting and managing a team of volunteers to distribute The Knowledge community newspaper.

Person Specification

Essential

Skills

- Creative, collaborative, solution focussed and proactive work style.
- Ability to build partnerships with a range of stakeholders including residents, local organisations, businesses, and statutory partners.

- Strong organisational skills.
- Confident and competent using standard IT software including Microsoft packages
- Self-motivated and able to work independently and collaboratively.
- Ability to engage people from diverse backgrounds and communities.

Knowledge

- Knowledge of local services, including those focussing on training, development and opportunities
- Understanding of equity, diversity and inclusion and how this applies to Knowle West.
- Knowledge of or connection with Knowle West and/or the ability to quickly acquire local knowledge and demonstrate passion for the area.

Experience

- Experience of designing and/ or delivering training
- Experience of working with volunteers or volunteer programmes.
- Excellent interpersonal, communication and relationship building skills, including ability to facilitate meetings. Can communicate effectively with people from all walks of life
- Experience working in or with communities, voluntary sector, or outreach.
- Some experience of project management, producing reports and budget management or willingness to learn.
- Experience of gathering and implementing feedback to develop initiatives
- Experience of contributing to monitoring and evaluation by gathering data and writing reports on projects (e.g. case studies and success stories) or willingness to learn.
- Experience (or willingness to learn) of embedding trauma informed practice into all aspects of work.

Desirable

- Experience with asset-based community development approaches.
- Experience co-designing projects with a range of stakeholders.
- Experience of fundraising or promoting funding opportunities to support initiatives.

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

Application Process

Closing date: 16th August, 11:59pm

Interview Dates: 27th August

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/appiBgNenQcVK67Iu/shrNiqsp1z9iujlr0>

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).

If you'd like to talk to someone about the role, in advance of making an application, please contact ruth.clinch@kwalliance.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.

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).