



Job Description

Job Title:	Community Programme Supervisor
Responsible To:	Community Engagement Coordinator
Direct Reports:	N/A
Place of Work:	Various Community Settings
Contract Type:	Permanent Contract
Weekly Hours:	25 hours per week

Purpose of Job:

- The role will be required to support and assist the Community Engagement Coordinator and wider Community Team in a range of duties.
 - To plan, deliver and monitor a range of activities for children and young people in a safe and inclusive environment, throughout the various resilient communities of Sheffield.
 - The role will be expected to lead at times on various initiatives.
 - To be responsible for the safe transport of staff and equipment using the Community Team van.
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Key Responsibilities:

- Assist with the planning, monitoring, and review of all Community Team activities.
 - Carry out training and continuous development of Community Engagement Workers
 - Monitor and report the performance of Community Team activities.
 - Taking a leadership role when delivering Community Team activities
 - Ensure policies and procedures are followed, ensuring that Community Team standards are adhered to for all activities.
 - Support the ongoing development and enhancement of Community Team policies, procedures, and processes.
 - Organise food and equipment purchasing for Community Team activities.
 - Ensure visibility and immersion of the Community Team within the Sheffield resilient communities.
 - Ensure innovation, additionality, and development within Community Team activities.
 - Responsible for capture data, community, and participants voice to influence and shape future Community Team programming.
 - Purchasing, monitoring, and using a range of sports equipment, garden games and crafts to engage young people in community activity.
 - Promote a fun and inclusive environment, utilising an infectious and positive personality.
 - Represent Sheffield City Trust Community Team Values
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- Develop trust within community settings through maintained engagement and effective session delivery.
 - Ensuring that vibrant and energetic standards are set and that every member of the team is focused on providing the community with a fun and inclusive experience.
 - To be able to work flexibly (evenings, weekends, overtime, training opportunities)
 - To attend training, induction, and development opportunities
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