

## JOB DESCRIPTION

<b>POST:</b>	<b>COMMuniTY CHESTERFIELD Business Relations Co-ordinator</b>
<b>BASE:</b>	This role is based at St Helena Campus in Chesterfield. However will require flexible working including a willingness to travel, work at University of Derby Campuses and work from home.
<b>TERM:</b>	Fixed term until December 31 <sup>st</sup> 2023 (Extension to be considered subject to funding)
<b>SALARY:</b>	£25,273.43 FTE + 5% pension contribution
<b>HOURS:</b>	22.5 hours per week – 0.6 FTE
<b>REPORTS TO:</b>	COMMuniTY CHESTERFIELD Project Director

### COMMuniTY CHESTERFIELD:

#### putting the uni (of Derby) in the community (of Chesterfield)

#### **A partnership between the health and social care voluntary and community sector in Chesterfield and the University of Derby**

COMMuniTY CHESTERFIELD is an innovative and ambitious partnership which brings together the assets of Chesterfield's voluntary and community sector and the University of Derby.

Funded for a further two years (2022-2024) by the National Lottery and led by Derbyshire Voluntary Action, the project seeks to explore, enable and evaluate new relationships and cross sector collaborations between the community, the University and the business community.

During the COVID-19 pandemic, COMMuniTY CHESTERFIELD has shifted focus from a central hub at University of Derby St Helena Campus to creating online spaces for community and university to engage and converge. The project's main role is to identify opportunities for new relationships, collaboration and innovation and to link university colleagues and businesses with community-based groups, places and initiatives to enable those opportunities to develop and flourish.

This exciting and innovative project is an exciting venture for Derbyshire Voluntary Action, bringing new resources, energy and skills to the voluntary sector and ultimately strengthening communities in Chesterfield and beyond.

### JOB PURPOSE:

The post holder will be the business sector link for the COMMuniTY CHESTERFIELD project, responsible for ensuring that the project has extensive reach across the business community in and around Chesterfield. The role involves engagement with businesses both large and small across the region, promoting the project's aims and activities, and identifying and developing opportunities for collaborative

working to strengthen the voluntary sector. Over the next year the project is keen to explore opportunities which will lead to increased revenue and a sustainable income stream into the future.

In particular, the post holder will:

**Ensure Community Chesterfield has a high profile within the Business Communities around Chesterfield and Derbyshire.**

Build and maintain relationships with businesses across Chesterfield and into Derbyshire developing an extensive network of business contacts and links.

Promote the work of the Community Chesterfield project and the opportunities we can bring to businesses.

Design and implement a wide range of engagement tools, to inform, enthuse and engage business communities about the work of Community Chesterfield and the positive impact we have on the voluntary sector and in the community.

Be passionate about the benefits of collaboration and learning opportunities for businesses and community groups alike.

Inspire businesses and sell Community Chesterfield's products and services.

Work with colleagues at Community Chesterfield to create opportunities for relevant and bespoke cross sector collaborations.

Successfully manage projects between community organisations and businesses, facilitating the relationship between organisations and ensuring maximum positive impact.

Work closely with the Marketing and Communications Officer to raise the profile of the project and to celebrate success.

Build relationships and work closely with colleagues at the University of Derby, East Midlands Chamber, and Destination Chesterfield.

Work closely with Community Chesterfield's Impact Officer to ensure maximum impact is recorded and a body of work can be created allowing an improved understanding of the most effective ways in which businesses and community groups can work together.

**Standard:**

- To ensure that safeguarding, data protection and confidentiality policies are adhered to at all times and to report any concerns relating to such matters to the Chief Executive.
- To comply with organisational policies and statutory regulations are adhered to at all times.
- To work to the values of the organisation and display high standards of integrity and professionalism towards colleagues and beneficiaries.
- To continuously update own knowledge and skills within the job role and contribute to setting own work objectives.
- To act at all times in a manner consistent with legislation, policy procedures in respect of Equality and Diversity.
- To adopt a professional and friendly approach in understanding and responding to staff and client needs.
- To attend regular staff, supervision and special purpose meetings.
- To undertake any other duties relevant to the post.