



#ACCI
CHARITY

ACCI JOB SPECIFICATION FORM

VACANCY: COMMUNITY DEVELOPMENT
& NETWORK MANAGER

SALARY: £30K-£40K (SUBJECT TO 6 MONTH
PROBATIONARY PERIOD)

CLOSING DATE: 20.05.2022 AT 5:00PM

ADDRESS:

217 WATERLOO TERRACE
NEWHAMPTON ROAD EAST
WHITMORE REANS
WOLVERHAMPTON
WV1 4BA

EMAIL: SUPPORT@ACCI.ORG.UK

ABOUT AFRICAN CARIBBEAN COMMUNITY INITIATIVE

We are an established mental health service provider based in the heart of Wolverhampton in the West Midlands. We deliver a culturally safe service supporting adults experiencing severe and enduring mental ill health and wellbeing challenges. We provide advice and support to empower those experiencing mental health issues and we campaign to improve services, raise awareness, and promote understanding.

JOB PURPOSE:

The post holder will have responsibility for and overseeing the management, development and support of staff in the organisation's community based Health & Wellbeing Hub. You will manage a range of services and delivery of projects within agreed budgets and timelines, and produce monitoring and evaluation reports as appropriate. You will need to possess strong people leadership skills, with the ability to motivate, support and encourage staff, members and volunteers to participate in the planning and delivery of a range of coordinated activities and events bringing new innovations and scope to the members. You must be able to supervise daily work routines, ensure adequate staffing levels to support the varied programme of activities and organised events. Ensure that the Marketing Team are appraised with current information and events to populate the organisation's website and social media forums. The post holder will support the Executive Director and Management Team to promote the work and activities of the organisation within the local and wider communities.



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WE ARE SEEKING TO EMPLOY SOMEONE WITH EXPERTISE IN:

- Communication & Interpersonal Skills
- Negotiation skills
- Human Resources
- Networking
- Community Development
- PR and Marketing

Post is subject to an Enhanced DBS check.

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A General Occupational requirement exists for the position under 5(2)d of the Amended Race Relations Act 2000. This is due to the involvement in providing services to predominately African Caribbean communities. Having a member of the same racial group is required due to the understanding of the cultural needs and sensitivities.

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