

## **JOB DESCRIPTION AND PERSON SPECIFICATION**

**JOB TITLE:** Development Manager ('Grassroots Support Programme')  
**2-Year initial Contract.**

**HOURS:** 35 hours per week (with six-month probationary period)

**LOCATION:** Home-based, with regular travel across Cornwall

meetings, training, outreach and community activity.

**SALARY:** £27,500 pa, (depending on experience)

**HOLIDAY ENTITLEMENT:** 25 days pa, plus bank holidays pro rata

**ACCOUNTABLE TO:** Operations Director

### **TRANSFORMATION CORNWALL:**

#### **Strengthening Faith-Rooted and Community-Led Social Action Across Cornwall**

Transformation Cornwall works to ensure that communities across Cornwall are empowered, connected and flourishing. We support churches, faith groups and community organisations to deliver sustainable, compassionate responses to poverty, exclusion and hardship.

Our work brings people together, builds confidence, shares resources and amplifies grassroots voices so that lived experience shapes local solutions. By working collaboratively across sectors, we help reduce inequality, strengthen community resilience and support thriving, inclusive communities.

For further information about our work, projects and events: <https://transformation-cornwall.org.uk/>

### **About the Alliance Programme**

This role sits within our National Lottery Community-funded Grassroots Programme-Strategic Alliance Partnership between Transformation Cornwall, Cornwall Voluntary Sector Forum (VSF), and organisations across the Voluntary, Community and Social Enterprise (VCSE) sector (not for profit organisations including charities, community groups, social enterprises and voluntary organisations).

This Programme aims to strengthen the capacity, confidence and long-term sustainability of small, local and faith-rooted organisations across Cornwall. It places community leadership and lived experience at the heart of system change, ensuring that services and decisions are shaped by those closest to the issues.

## **Role Summary:**

The Development Manager (Community & Grassroots) will lead a dynamic, people-centred programme of support for small charities, community groups and faith-based organisations across Cornwall.

The role combines organisational development, community engagement, capacity-building and collaborative working. You will work directly with grassroots groups to strengthen their governance, planning, delivery and sustainability, while championing community strengths and lived experience.

## **The role includes:**

- 1:1 tailored organisational development support
- Designing and delivering workshops, training and peer-learning sessions
- Place-based engagement, pop-up outreach and community presence
- Supporting collaboration between local groups and networks
- Data collection, reporting and insight analysis

## **Key Responsibilities:**

### **Programme Delivery:**

- Work collaboratively with the other members of the Alliance partnership to deliver the Grassroots Support Programme in line with National Lottery Fund priorities and outcomes.
- Provide hands-on organisational development support, including governance, safeguarding, policies, volunteer development and planning.
- Support organisations to strengthen project design, delivery, monitoring and management.
- Design and deliver accessible, high-quality training, workshops and peer-learning sessions (online and in person).
- Develop practical tools, templates and guidance resources.
- Champion Asset-Based Community Development (ABCD) and co-production, recognising and building on community strengths and lived experience.

## **Community & Stakeholder Engagement:**

- Build trusted, proactive relationships with churches, faith groups and grassroots organisations.
- Intentionally reach organisations and communities that may be under-represented, marginalised or rurally isolated.
- Strengthen local networks that enable collaboration, shared learning and collective voice.
- Represent Transformation Cornwall at strategic and operational meetings.
- Promote cross-sector partnership working across community groups, the VCSE sector, statutory bodies and faith stakeholders.

## **Monitoring, Evaluation & Learning:**

- Capture meaningful qualitative and quantitative data that demonstrates impact.
- Produce case studies and insight reports reflecting grassroots experience, strengths and challenges.
- Support quarterly and annual monitoring and reporting requirements for funders.
- Apply Human Learning Systems principles, embedding reflection, learning and continuous improvement.

## **Funding Support & Sustainability:**

- Share funding intelligence and opportunities relevant to organisational needs.
- Support organisations to assess grant readiness and strengthen systems and processes.
- Encourage collaborative funding approaches that build resilience and reduce duplication.

## **Person Specification:**

### **Essential:**

- Experience within the VCSE sector and/or community or faith-based social action.
- Experience providing direct, practical support to small, local or grassroots organisations.
- Excellent relationship-building, communication and facilitation skills.
- Ability to work independently, manage priorities and meet deadlines.
- Confidence in data collection, monitoring and reporting.
- Understanding of safeguarding, equality, diversity and inclusion.
- Strong IT skills, including Microsoft Office and virtual meeting platforms.
- Full UK driving licence and regular access to transport.

### **Desirable:**

- Knowledge of faith networks and VCSE provision across Cornwall.
- Experience supporting organisations with governance, compliance or funding.
- Experience designing or delivering training sessions, workshops or events.
- Knowledge of community development approaches such as ABCD or co-production.

### **Our Values:**

**Community • Empowerment • Partnership • Inclusion • Faith.**

We believe communities already hold the wisdom, assets and relationships needed to create meaningful change. Our role is to walk alongside them — strengthening what already exists, amplifying grassroots voices and supporting collaborative action that reduces inequality and builds inclusion.

### **Safeguarding & Equal Opportunities Commitment.**

Transformation Cornwall is committed to safeguarding children and vulnerable adults, and to ensuring equity, dignity and respect for all individuals. We welcome applications from people of all backgrounds, experiences and communities.

### **Additional Information:**

- Appointment is subject to a satisfactory Disclosure and Barring Service (DBS) check.
- The postholder must comply with Transformation Cornwall policies, including Safeguarding, Health & Safety and Data Protection.
- The postholder must be fully supportive of Transformation Cornwall's mission and values.
- Occasional evening and weekend work will be required to support community events

### **Closing Date:**

**Closing date for applications: 12 noon, Friday 24 February 2026** Shortlisting will take place shortly after the closing date, with interviews expected the following week.

**Clinton Cameron Sealy Jnr**  
**Operations Director**

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