



Communities Planning For Their Future

The Role of the **Community Support Volunteer**

The *Community Support Volunteer* supports the local Community Futures Steering Group and works closely with the Mayo Community Futures Co-ordinator in the preparation of a Community Futures Community Action Plan.

The role is suited to individual with an interest in community development and who have experience of community and voluntary organisations. Candidates should be enthusiastic, good listeners, have good computer skills, access to email, access to a car, good time management skills, be able to work with other people and on their own initiative and able to produce summaries and reports of the work.

The work includes:

- Attending Steering Group meetings in the community usually evenings
- Conducting 20 or so interviews and writing a summary stakeholder report
- Supporting the coordination of the community futures household views survey
- Analysing survey results and writing a summary survey report
- Coordinating the gathering of information for the community profile
- Assisting in organising and promoting a community workshop
- Assisting in the production of the community action plan

The work takes approximately 6 months to complete.

Outputs include:

- A note of all stakeholder interviews and a final stakeholder summary report
- Analysis of the questionnaires and a summary survey report
- A Community Profile report
- A report of the workshop findings

Templates and guidelines are provided for writing up these reports and conducting the work.

As a guide so that allocated budgets are not exceeded and to assist with good time management the following are the estimated time requirements:

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| • Stakeholder interviews and summary report | 8 days |
| • Community survey, analysis and report | 8 days |
| • Community profile information collection and report | 8 days |
| • Organising and promoting the workshop, workshop attendance and write up | 4 days |
| • Local Steering group and sub group meetings | 6 days |
| • Team meetings/training/mentoring sessions | 6 days |

A weekly time sheet and expenses sheet are submitted for reimbursement on a monthly basis. There are regular meetings to review progress and agree timelines.

Training and mentoring are provided.

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