



Community Development Officer

Closing Date: 6pm, Friday 19th December 2025

Interview Date: TBC

Start Date: January 2026 (TBC)

Contract: 12 months fixed term contract (potential of extending)

Hours: 15 hours per week (including occasional evening and weekends)

Salary: £12.60 per hour (£24,570 pro rata)

Location: Truro, Cornwall, with travel required across Cornwall

Inspiring Women Network (IWN) is a diverse, women-led community interest company committed to creating a vibrant, inclusive, and affirming space where all women can belong, connect, and thrive. Our vision is to build a Cornwall that is just, equal, and inclusive for all women and their families, with a particular focus on those from global majority and minoritised backgrounds.

We do this through community building initiatives, women's empowerment programmes, and trauma-informed programmes that support women to develop confidence, connection, and resilience.

This post is only available to female applicants as permitted under the Equality Act 2010 Schedule 9 (Part 1). We particularly welcome applications from those who identify as Black, or women of colour, or from any minoritised background.

Overall Role Purpose

You will develop and manage relationships with a range of individuals, community groups and organisations; develop and maintain effective engagement, participation, and inclusion of minoritised individuals in Cornwall; plan and deliver activities and events; and support IWN's communications. You will be creative, digitally-savvy, super-organised, with great speaking and writing skills, and can relate to people from all backgrounds.

Applicant must be able to demonstrate:

- A demonstrable understanding of the issues facing global majority and minoritised women including barriers to participation
- Experience in developing community projects
- Ability to motivate and engage people in a community setting
- Understanding of IWN, its vision, and its mission
- Ability to prioritise, structure and manage own workload to meet targets and deadlines
- Ability to travel in accordance with the requirements of the post
- A desire to make a real difference in the lives of others

The application pack documents can be requested by sending an e-mail quoting the job title, together with your name and address.

Job Description and Person Specification

JOB TITLE:	Community Development Officer
HOURS:	15 hours per week (including occasional evening and weekends)
SALARY:	£12.60 per hour (£24,570 pro rata)
CONTRACT:	12 months Fixed term (potential of extending)
LOCATION:	Truro, Cornwall (with travel required across Cornwall)
LEAVE:	5.6 weeks pro rata

Inspiring Women Network (IWN) is a diverse, women-led community interest company committed to creating a vibrant, inclusive, and affirming space where all women can belong, connect, and thrive. Our vision is to build a Cornwall that is just, equal, and inclusive for all women and their families, with a particular focus on those from global majority and other minoritised backgrounds.

We do this through community building, women's empowerment, and trauma-informed programmes that support women to develop confidence, connection, and resilience.

IWN's Values

Inspiring Women Network prides itself on its strong values and ethos. At IWN, we care about people, all people. We are a diverse and inclusive organisation, and we have zero tolerance for any hateful discriminatory behaviour.

In line with the nature of IWN's work and ethos, this post is only available to female applicants as permitted under the Equality Act 2010 Schedule 9 (part 1) and we encourage applications from those who identify as Black, woman of colour, or any minoritised background.

Overall Role Purpose

The Community Development Officer plays a key role in strengthening IWN's engagement with communities across Cornwall. The role focuses on:

- building meaningful relationships with women, particularly global majority and minoritised communities
- identifying needs and supporting participation
- planning and delivering community activities
- raising awareness of IWN's services and activities
- creating pathways into IWN's programmes and networks
- supporting communications and outreach visibility

This role centres on quality, depth, and community relationship-building, not volume or quantity of activity.

Key Responsibilities

Community Development & Engagement

- Build and sustain strong relationships with women, community groups, and partner organisations.
- Engage women in meaningful conversations to understand their experiences, needs, and aspirations, and to respond through empowerment and active participation
- Identify and respond to emerging community needs within IWN's scope.
- Support individuals and groups to participate in IWN's activities, networks, and events.
- Use empowerment tools (such as GAP) to support women on their individual journeys.
- Maintain a trauma-informed, culturally competent, inclusive and respectful approach.

Programme and Activity Delivery

- Plan, coordinate and deliver community-led activities, events, and programmes in response to the needs of IWN members
- Support the organisation and delivery of IWN's regular gatherings and engagement sessions.
- Ensure activities are accessible, inclusive, and responsive to women's lived experiences.
- Liaise with facilitators, participants, community partners, and collaborators.

Outreach

- Carry out targeted outreach in community settings to increase visibility, reach, and IWN's membership.
- Develop relationships with schools, community centres, faith groups, hubs, and women's groups.
- Record outreach contacts, follow-up actions, and engagement outcomes.
- Identify opportunities for meaningful partnership and collaboration across Cornwall.
- Develop and maintain effective relationships with current and potential key stakeholders and organisations that support women

Communications Support

- Support the communications and marketing of IWN services, and events to internal and external partners, through all relevant channels, including website, newsletter, social media, video content and events
- Help ensure accurate and timely information is available for outreach and community engagement.
- Support the promotion of events and activities on all our platforms including WhatsApp groups and community spaces.

Monitoring, Evaluation & Reporting

- Keep member records in a secure manner and adhere to the Data Protection Act
- Keep accurate records of engagement, participation, and follow-up support.
- Monitor and evaluate events and activities' attendance, feedback, outcomes, and participant progress.
- Contribute to IWN's MEAL processes, identifying learning and improvements.
- Provide quarterly updates and reports to the Line Manager.

Teamwork & Administration

- Respond to emails and queries in a timely manner
- Contribute to team meetings, planning sessions, and reflective practice.
- Support volunteer engagement where appropriate.
- Attend relevant training and development opportunities as required.
- Agree objectives with the line manager and provide regular updates as required

Person specification

Essential

- Strong understanding of issues affecting global majority and minoritised women.
- Ability to build trust and engage people in a community setting.
- Excellent communication skills, both verbal and written.
- Ability to organise workload, manage time, and meet deadlines.
- Experience supporting or facilitating community activities.
- Commitment to IWN's mission, values, and antiracist ethos.
- Ability to work flexibly and collaboratively across all areas of IWN, and keen to step into different roles when needed. This may vary according to priority and/or work demand.
- Strong IT skills (email, basic documents, spreadsheets).
- Ability to travel across Cornwall.

Desirable:

- Experience developing community projects.
- Experience working with voluntary sector partners.
- Knowledge of issues affecting women's mental health and wellbeing.
- Experience contributing to monitoring and evaluation processes.

Flexibility Clause

Whilst this job description attempts to cover the main duties and responsibilities of the post, it is not exhaustive. As a term of employment, the post holder may be required to undertake any other reasonable duties within the scope of the role.

Data Protection Act:

Inspiring Women Network is committed to protecting your privacy. Information provided by you in your application form will be kept for the purposes of monitoring. It will be copied for use during the recruitment process. Once the recruitment process is completed, the data will be stored for a maximum of 6 months and then destroyed. If you are the successful candidate, relevant information will be taken from this form and used as part of your human resources record. All personal information that you supply to us as part of your application will be processed in accordance with prevailing UK Data Protection legislation.

By submitting your completed application form you are consenting to your personal data being used and held as described above.

Please ensure that the information you give to us is correct and that you let us know of any changes immediately.



Inspiring Women Network is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.