

Freelance Opportunity Community Development Worker



Responsible to: Heathhall Community Centre Trustees

Salary: £12.25ph (Freelance)

Hours per week: Up to 32

Base: Heathhall Community Centre

Contract: Initial 6 months (up to 1 year)

Level of PVG check: Enhanced

The Organisation

Heathhall Community Centre provides a local point in the community for activities to support the health and wellbeing of people locally with a focus on Heathhall residents. The committee's main role is the day to day running and maintenance of the Centre. Most activities in the Centre are by outside groups and organisations who hire the facilities. However, the committee also run their own groups and activities as volunteers. These include, but not inclusive to, kids and adult crafts, after school club, bingo, quiz and race nights as well as an annual community event.

Main aim of the role

Develop and support community based and volunteering activities to encourage engagement, activities and services by and for local people, with a focus on those affected by poverty and inequalities.

Main duties of the role

1. To contribute to the development of service business and action plans for the Community Centre.
2. To participate in local networks and partnerships with relevant organisations from all sectors and attend relevant meetings and training.
3. To support and contribute to local community development and involvement strategies and plans.
4. To collate information on the needs and interests of the community through a variety of methods and techniques.
5. Co-ordinate, establish, report on, and maintain community projects.

6. To facilitate groups/meetings and training where appropriate.
7. To develop methods for monitoring and evaluating impact/outcomes of services on the community.
8. To develop and circulate promotional material and information relevant to the community.
9. To encourage and enable local people to take part in their local community – through volunteering for example.
10. To effectively recruit, manage and develop volunteers where appropriate.
11. To encourage community participation wherever possible or relevant.
12. Apply for funding.

General role-related expectations

1. To work within Heathhall Community Centre's values ethos and vision.
2. To contribute to the development of the Community Centre.
3. To work in accordance with all policies and procedures of the Community Centre, particularly (but not exclusively) Health and Safety, Information Governance and Safeguarding.
4. To commit to own personal development and attend training or development activities as required.
5. To work in accordance with all relevant legislation.
6. To undergo regular supervision and appraisal.
7. To undertake any other duties as required, and as appropriate to the role.
8. To work hours according to the needs of the community and the Centre. This will include evenings and weekends.
9. Based within the Community Centre, support with daily operations as appropriate.

Person Specification – Community Development Worker

The successful person must be able to demonstrate that they meet all the following points below, unless stated.

1. Experience

- a. Minimum 1 years' experience in working with children and young people.
- b. Experience of working or volunteering in a community setting.
- c. Experience of working with groups and individuals to develop community participation and action.
- d. Experience of overcoming resistance and challenges from both communities and organisations.
- e. Experience of participating in external meetings and contributing effectively.
- f. Ability to work as part of a team and share relevant information with Trustee and volunteers.
- g. Experience of individual and group work, in a way which develops person-centred supportive activities, and is imaginative and empowering.

2. Skills

- a. Ability to forge strong community relationships and links.
- b. Ability to work with different agencies and organisations.
- c. Ability to engage with diverse groups of people.
- d. Ability to engage with groups and individuals who do not usually interact with agencies.
- e. Ability to develop ways to measure the impact of services on communities.
- f. Excellent written and oral communication skills, including report writing.
- g. Commitment and enthusiasm.
- h. Good leadership and motivational skills.
- i. The ability to work both in isolation and in a team.
- j. Sincerity, patience, tact and the ability to earn the trust of others.
- k. Excellent listening skills and confidence in talking to people both in groups and on a one-to-one basis.
- l. Able to establish boundaries and challenge inappropriate behaviour.
- m. Excellent organisation and time-management skills.

3. **Knowledge**

- a. Extensive knowledge of the Heathhall area as well as accessible services and organisations locally.
- b. Knowledge of the barriers that individuals face when accessing mainstream services.
- c. Knowledge of running projects, activities and reporting.
- d. Knowledge of applying for grants and report writing.
- e. Knowledge of IT systems and software, including creative technology for promotional purposes.
- f. Knowledge of administration.

4. **Education qualifications required for the role**

Qualifications in Community Development, Social Work, Youth Work, Community Education or similar is desirable.

5. **Personal**

- a. Positive outlook and a 'can do' attitude.
- b. Personal resilience and flexible attitude in the face of difficulties.
- c. Commitment to working towards the Community Centre's missions and values including having a non-judgemental approach.
- d. Commitment to personal development and willingness to regularly update skills and experience.
- e. Autonomy and able to work in isolation.
- f. Driving license is desirable. However, must be able to travel independently.