**Job Description - Community Worker**

|  |  |
| --- | --- |
| Responsible to | Big Life Schools Engagement Co-Ordinator  |
| Salary | National Minimum Wage  |
| Hours per week  | Part-time and casual available |
| Annual Leave per annum | 25 days (rising to 30 days after 5 years) |
| Main base  | Unity and Longsight  |
| Contract | Fixed term until 31st August 2020 |
| Level of DBS check | Enhanced |

|  |
| --- |
| Main aim of the post |
| To develop and deliver a range of out of school activities that engage with the wider community and their families. Activities will be planned and agreed in advance, supporting the development of community engagement from Unity Community Primary school.  |

|  |
| --- |
| Main duties of the post |
| 1. To support, develop and co-ordinate the delivery of a range of community activities to be delivered from the school premises.
 |
| 1. Be responsible for ensuring that all activities are delivered in a safe and secure environment reporting on all accidents, incidents and safeguarding as appropriate.
 |
| 1. To develop and circulate promotional material and information relevant to the services or activities being provided.
 |
| 1. To participate in local networks and partnerships with relevant organisations from all sectors, and to attend relevant meetings.
 |
| 1. To engage with the local community through a variety of methods gathering their feedback and responding to their needs regularly.
 |
| 1. To facilitate groups/meetings and training where appropriate feeding into the development of activities to meet the needs of the community, school and other work streams i.e. health and wellbeing.
 |
| 1. To develop methods for monitoring and evaluating the impact/outcomes of activities that are provided
 |
| 1. To encourage and enable local people to take part in their local community – through volunteering liaising with the engagement lead.
 |

|  |
| --- |
| General work related expectations |
| 1. To work within the Big Life group’s values ethos and vision
 |
| 1. To contribute to the development of the Big Life group
 |
| 1. To work in accordance with all policies and procedures of the Big Life group, particularly (but not exclusively) Health and Safety; Information Governance and Safeguarding
 |
| 1. To commit to own personal development and attend training or development activities as required
 |
| 1. To work in accordance with all relevant legislation
 |
| 1. To undergo regular supervision and at least an annual appraisal
 |
| 1. To undertake any other duties as required, and as appropriate to the post
 |

**Person Specification – Community Worker**

The successful candidate must be able to demonstrate that they meet all of the following points below.

Key – Method of Assessment; A = Application form; I = Interview; T= Test; P= Presentation

|  |  |
| --- | --- |
| Area | Method of assessment |
| **1.Experience** |  |
| 1. Experience of working or volunteering in a community setting
 | A/I |
| 1. Experience of working with groups and individuals to develop community participation and action
 | A/I/P |
| 1. Experience of overcoming resistance and challenges from both communities and organisations
 | A/I |
| 1. Experience of participating in external meetings and contributing effectively
 | A/I |
| 1. Ability to work as part of a team and share relevant information with colleagues
 | A/I |
| **2.Skills** |  |
| 1. Ability to forge strong community relationships and links
 | A/I |
| 1. Ability to work with a number of different agencies and organisations
 | A/I |
| 1. Ability to engage with groups and individuals who do not usually interact with agencies
 | A/I |
| 1. Ability to develop ways to measure the impact of services on communities
 | A/I/ |
| 1. Ability to collate data and information on communities for use in reports
 | A/I |
| **3.Knowledge**  |  |
| 1. Extensive knowledge of the assets as well as the needs of the communities we work in
 | A/I |
| 1. Knowledge of the barriers that service users face when accessing mainstream services
 | A/I |
| 1. Knowledge of the local area where the service is based in (community groups, services available as well as local demographics)
 | A/I |
| **4.Education qualifications required for the post** |  |
| 1. GCSEs in English and Maths
 | A |
| **5. Personal** |  |
| 1. Positive and outlook and a ‘can do’ attitude
 | A/I |
| 1. Personal resilience and flexible attitude in the face of difficulties
 | A/I |
| 1. Commitment to working towards the Big Life group’s missions and values including having a non-judgemental approach
 | A/I |
| 1. Commitment to personal development and willingness to regularly update skills and experience
 | A/I |