

Job Description – Community Development Worker

Responsible to	
Salary	Scales NCJ 12 - £22,183
Hours per week	Varied
Annual Leave per annum	25 days (rising to 30 days after 5 years)
Main base	Energise Centre
Contract	Fixed Term March 31 2022 with potential to extend
Level of DBS check	Enhanced

Main aim of the post
Develop and support community based and volunteering activities to encourage engagement, activities and services by and for local people.

Main duties of the post
1. To support and contribute to the development of community development and involvement strategies
2. To contribute to the development of a service delivery model for the relevant service and communities
3. To participate in local networks and partnerships with relevant organisations from all sectors, and to attend relevant meetings
4. To collate information on the needs and interests of the community through a variety of methods and techniques
5. To facilitate groups/meetings and training where appropriate
6. To develop methods for monitoring and evaluating impact/outcomes of services on the community
7. To develop and circulate promotional material and information relevant to the community
8. To encourage and enable local people to take part in their local community – through volunteering for example
9. To effectively recruit, manage and develop volunteers where appropriate
10. To encourage community participation wherever possible or relevant

General work related expectations
1. To work within the Big Life group's values ethos and vision
2. To contribute to the development of the Big Life group
3. 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
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 at least an annual appraisal
7. 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	
a. Experience of working or volunteering in a community setting	A/I
b. Experience of working with groups and individuals to develop community participation and action	A/I/P
c. Experience of overcoming resistance and challenges from both communities and organisations	A/I
d. Experience of participating in external meetings and contributing effectively	A/I
e. Ability to work as part of a team and share relevant information with colleagues	A/I
2.Skills	
a. Ability to forge strong community relationships and links	A/I
b. Ability to work with a number of different agencies and organisations	A/I
c. Ability to engage with groups and individuals who do not usually interact with agencies	A/I
d. Ability to develop ways to measure the impact of services on communities	A/I/
e. Ability to collate data and information on communities for use in reports	
3.Knowledge	
a. Extensive knowledge of the assets as well as the needs of the communities we work in	
b. Knowledge of the barriers that service users face when accessing mainstream services	
c. Knowledge of the local area where the service is based in (community groups, services available as well as local demographics)	
4.Education qualifications required for the post	
a.	
b.	
5. Personal	
a. Positive and outlook and a 'can do' attitude	
b. Personal resilience and flexible attitude in the face of difficulties	
c. Commitment to working towards the Big Life group's missions and values including having a non-judgemental approach	
d. Commitment to personal development and willingness to regularly update skills and experience	

