Community Roots Project

**Job Description**

**Community Development Worker**

25 hours per week at £14.30 per hour.

2-Year Fixed Term Contract (Grant Funding provided by The National Lottery Community Fund) to begin Monday 12th September 2022.

The Community Development Worker is accountable to the Board of Trustee Directors and the Charity Manager of Disability Nottinghamshire.

The role is to support the Community Roots Project and the successful delivery of its agreed outcomes.

In deciding who to shortlist and appoint to this post, we will be looking for evidence of the following skills, knowledge, experience, and personal qualities.

When completing Disability Nottinghamshire’s Application Form it provides you with the opportunity to demonstrate how you fulfil these requirements.

**General Description:**

Community Roots will create a safe environment for the most vulnerable of service users, their families, friends, and the wider community we represent to access support from Disability Nottinghamshire and a variety of services and organisations in the Mansfield, Ashfield District Council areas of Nottinghamshire.

**Job Purpose**

1. As part of the project team undertake work around actively supporting the community we represent across the Mansfield and Ashfield District Council areas.
2. The aim of this post is to implement effective, genuine, and creative community involvement processes and to build sustainable capacity within the identified communities.
3. Taking a user led approach to the work, by utilising the strengths and attributes of the community working alongside and enabling people to achieve their own ideas.
4. Establish a new provision of roaming pop-up hubs to deliver existing services, identify and develop new ones subject to funding, enabling further community outreach of services into rural and harder to access communities.
5. Using existing, established community groups and locations to deliver the hubs alongside establishing new ones based on geographical and identified need.
6. Supporting established relationships within the statutory, business, voluntary and community sectors plus developing new working relationships across the sectors to support sustainability.
7. Raising disability awareness, encouraging social cohesion so that providers can understand how to make their services integrated and assessable as possible.

**Principal Duties and Responsibilities**

1. Publicise and develop the project.
2. Support the recruitment of volunteers.
3. Establish pop-up hubs, (1 in Mansfield and 1 in Ashfield) minimum of 2 per month. The supply and demand may inform this as the project develops. Working closely with the project team about the delivery of our services within them, and promotion of activities and services.
4. Support good quality services that are safe, responsive and which deliver good impact, outcomes, and service user experience.
5. Ensure that the delivery of disability information and advice, welfare benefits, buddying, friendship, and volunteer opportunities are supported to become a fully comprehensive, and integrated, one stop shop covering all aspects of health, social care, and community services.
6. Support and improve service user’s independence by raising their awareness of and access to existing local facilities, rescources and information available to them.
7. Encourage referrals from partner organisations.
8. Engage with local partners by looking at existing local services and link with them improving collaborative work to share skills and resources and learn from each other.
9. Support individual’s access to services not undertaken by the charity through signposting, offering support to make contact, research, and providing information in various formats.
10. Close access gaps through ongoing identification of unmet need within our communities and working with service users and partner organisations to address.
11. Set up project advisory group led by service users.
12. Support and facilitate their development, including training opportunities.
13. Establish monitoring systems and the recording of data.
14. Maintain accurate records, filing systems and information stored on the shared drive to undertake and monitor progress of outcomes.
15. Communicate effectively with the project team, staff, and volunteers and those using our services.
16. Market and promote services and events using a variety of methods and mediums.
17. Write reports and attend Trustee Board Meetings to present reports.
18. Attend Project Progress and staff meetings.
19. Take part in training as identified as necessary for the job.
20. Ensure confidentiality of information in accordance with Data Protection Act.
21. Arrange Disability awareness sessions as identified and appropriate.

This is not a complete statement of duties and responsibilities of this post. The post holder may be required to carry out any other duties as directed by the Charity Manager; however, the responsibility level of any other duty will not exceed those outlined above.

**Person Specification**

The candidate should be able to demonstrate the following knowledge, skills, and ability.

**Essential Experience**

1. Advocacy and networking skills.
2. Ability to manage and develop relationships with a series of diverse colleagues and stake holders.
3. Ability to receive and give feedback objectively and sensitively, and a willingness to challenge constructively.
4. Proven ability to manage a busy and diverse workload, working to deadlines and an ability and willingness to follow and develop agreed procedures.
5. Proven Team player.
6. Evidence of a Strong commitment to work with groups and individuals.
7. Proven I.T. and social media experience.
8. Understanding of the role of volunteers in a user led charity.
9. Enthusiastic, motivated and can demonstrate work around community development.

**Skills, abilities, and knowledge**

1. Some experience of identifying, developing, and arranging training delivery.
2. Effective written and oral communication with emphasis on negotiation.
3. Demonstrate administration skills.
4. Excellent communication skills, interpersonal and team building skills, good listening skills, research and report writing skills and the ability to gather, interpret and present data.
5. Ability to adapt to meet the needs of different audiences.
6. Ability to produce high quality information material to a publishable standard.
7. Ability to measure results and provide comprehensive reports.
8. Ability to use Microsoft Windows, create and deliver presentations and prepare reports.
9. Experience of using websites.
10. Ability and willingness to work independently and as part of a team.
11. Knowledge and understanding of working in the voluntary and community sector.
12. Proven track record in project work and/or delivery.
13. An understanding and commitment to equality and diversity and to the aims and principles of Disability Nottinghamshire.

**Personal Attributes**

To work as part of a team and to deliver a successful project, good timekeeping is essential. We expect you to be ready to start work at the start of your normal working day, along with open and transparent recording of working hours and sharing of information, i.e., electronic diary updates of activities and meetings.

All staff should treat one another with courtesy, politeness, and kindness and participate constructively in the delivery of this project and the charity.

1. Self-motivated.
2. Flexibility, must be prepared to adapt to a project that will grow and change over its duration.
3. Commitment to the key aims of the charity and its success.
4. Awareness of disability issues.
5. Knowledge and commitment of a social model of disability.

**General**

All staff are expected to maintain high standards of service user care to uphold the Equality and Diversity Policy and Code of Conduct.

To participate in training activities and events necessary to their post and for personal development.

Understand, promote, and comply with Disability Nottinghamshire Policies and Procedures.

Comply with Health and Safety regulations, undertake risk assessments as appropriate.

Ensure all work is carried out with relevant legislation.

**Community Roots Project**

**Delivery Plan**

Within each individually funded job role delivery plan, the following key tasks will be included.

1. Continue to attend current established networks and identify appropriate new ones.
2. Promote and establish shared working and resources with partners and potential for joint funding bids /partnerships.
3. Recruit, train and develop new volunteers to extend availability in their area of particular interest and across all service areas.
4. Support and develop existing volunteers.
5. Research and set up training through appropriate agencies and work with partners to establish training offers.
6. Participate in the project advisory group.
7. Build a database of provision, contacts, and support available both within their area of responsibility, and across all service areas.

**This is a 2-year fixed term appointment to start on Monday 12th September 2022**

**Closing Date: Friday 22nd July 2022**

**Shortlisting to take place: Week commencing 25th July 2022.**

**Interviews: Week commencing 1st or 8th August 2022**