

SUSSEX COMMUNITY DEVELOPMENT ASSOCIATION

Job Description:

Senior Community Development Worker (Hailsham)

Reporting to: Community Hubs Project Manager

**Work pattern: 22.5 hours per week - permanent
Based Hailsham, with travel to other delivery and outreach
locations throughout East Sussex**

Salary range: £24,982 - £27,041 per annum pro rata



The Organisation – SCDA

SCDA was founded in 1997. Its primary purpose is the development of sustainable community-based regeneration initiatives addressing the economic, environmental, and cultural and community needs, and particularly addressing the needs of those most vulnerable in the community.

SCDA now runs a range of projects and services aimed at supporting community involvement across East Sussex. Funding has been secured from a range of sources including European, Lottery and charitable trusts as well as contracts to deliver services and run projects in both Newhaven and elsewhere in East Sussex.

These include:

Employability – supporting unemployed people across East Sussex, specialising in those who find it hardest to find and sustain paid work.

Advice & Information Services - offering access to a range of specialist advice provision through partners, and signposting and information services via a pool of trained volunteers.

Inclusion – delivering a variety of services aimed at promoting inclusion for communities from diverse cultural heritages and supporting people at risk of anti-social behaviour and hate crime.

Health & Wellbeing – delivering a range of services around food; green and open spaces; promoting physical activity and mental health and wellbeing in the community.

Community Development – delivering targeted and general Youth provision locally; raising the profile of communities in which we work through regular community events; offering a suite of Family Learning and Inclusion activities for parents and carers of Under 5's. We also manage Denton Island Nursery which Ofsted has registered as 'Good'.

SCDA has a strong track record in partnership working and in the quality of service delivery to meet the needs of the most vulnerable in the community: helping the community help itself.

Hailsham Community Development

Hailsham

SCDA's presence in the town started life as Hailsham Trust in 2003, which registered as a charity in 2007. It focuses on community-based regeneration to address economic, employment, training and community needs in areas of social and economic deprivation, particularly in Hailsham and surrounding area in South Wealden, East Sussex. Hailsham Trust ceased to exist in 2015 and the business was absorbed into SCDA Community Development.

SCDA currently co-ordinates various local initiatives for example the 'Join Together' befriending scheme out of the Hailsham Community Hub which is centrally based within the town centre.

The context of the job

The organisation currently employs approximately 100 employees, and continues to grow - especially in terms of its geographic delivery remit. One of SCDA's Core Values is Teamwork & supporting colleagues and we therefore expect all members of staff to demonstrate flexibility within their specified job role, and offer support to other team members as and when required.

The post holder works out of premises in Hailsham and there is an expectation that there will be travel to SCDA and partner outreach locations across East Sussex.

The post holder will be required to work some evenings and weekends to meet service user and community needs, and to deliver community interest events. Additional remuneration is not applicable, as time off in lieu may be granted in accordance with the policy, or preferably work pattern flexed in the week before or after such events occur.

Job Purpose

The purpose of the role of Senior Community Development Worker is to develop & deliver community-based initiatives within Hailsham and the surrounding areas. The role takes a strategic approach to the co-ordination and delivery (in conjunction with partners) of a broad range of community based initiatives working with local residents to develop their neighbourhoods, improve facilities and build community resilience.

A key focus of the role delivering our Join Together project to establish good neighbour schemes in the Hailsham area. You will be recruiting and supporting local befrienders to assist and support individuals and local community groups.

This post holder will manage the running of the community Hub in Hailsham and will be responsible for the management and supervision of a team of volunteers and a Development Worker. Responsible for writing funding bids and collaboration on larger tenders to support new and maintain existing service provision and activities, the post holder will also design, deliver, evaluate and report to various funders and partners with regard to activities and services.

Main Tasks

Development & delivery of community-based initiatives:

- Design, develop funding, deliver, monitor and evaluate a range of community- based initiatives, services, activities, projects and events which meet identified community needs
- Develop sustainable services and activities using asset-based approaches to pro-actively promote community development
- Ensure all services are accessible and inclusive to a range of individuals and groups, especially those who are often hard to reach and most vulnerable
- Develop funding proposals and bids to support activities, services or events using partnerships, networks and community groups as necessary to assist
- In conjunction with the line manager and other SCDA place-based community development workers, maintain a strategy for promoting and communicating the work of SCDA community-based initiatives to partner organisations, a range of funders and the wider community of East Sussex

- Organise and contribute to a calendar of events, in partnership with statutory, voluntary and community sector organisations and groups.

Identify, coordinate and deliver potential activities/projects/events

- Identify and prioritise projects which meet local needs in collaboration with the community of Hailsham, including those which are an extension of existing SCDA projects and areas of expertise
- Current priorities for activities and community initiatives include: befriending, volunteering, older people and addressing social isolation,
- Coordinate, deliver and evaluate services or projects as required.

Partnership & coordination:

- Support effective joint working with local residents, statutory, voluntary and community sector services, organisations and groups in the development and delivery of place-based action which promotes community development
- Actively participate in local networking groups /events
- Enhance existing links and services with local community-based organisations through advertising and promotion of services provided
- Identify potential partners across sectors and encourage regular discussions to disseminate information, advertise services, apply for funding, exchange referrals or share good practice
- Build community capacity through developing volunteer engagement, training and input to the sustainability of activities
- Identify fund-raising opportunities and write bids to obtain the available funds
- Ensure all venues and events are fully risk assessed and make regular updates to stored documents and with HR
- Be involved in local community groups as appropriate.

Monitoring & Reporting:

- Monitor and evaluate work undertaken in line with various funding targets and provide written and statistical reports and evidence as required to funders, management and other partners.
- Create reports as required for steering or partnership groups or as directed by line manager
- Contribute to strategic reports and development of strategy within SCDA Community Services and specific delivery areas developed to meet the needs of the local community.

Supervisory:

- Conduct regular supervision with any direct reports, appraisals, delegate & check work as appropriate
- Hold monthly project team meetings and participate in regular team meetings in programme area
- Regularly 'check in' with volunteers and encourage progression
- Attend staff team meetings to increase motivation, loyalty and job satisfaction and to encourage a strong team spirit
- Ensure all internal HR processes, such as annual leave, sickness and TOIL are followed correctly in respect of self and team.

Specific Tasks in relation to Hailsham:

- Recruit, train and support Volunteers from the local community to support the running of the building, opening up and closing the centre, and undertaking other tasks associated with the running of the Centre and activities

- Develop, fundraise and manage delivery of a range of activities as directed by the outcome of the Community Consultation and partner engagement
- Ensure appropriate risk assessment planning and risk mitigation processes are in place
- Ensure that comprehensive and accessible information about activities and events are available to all local people and community groups in the area
- Engage with local stakeholder groups and partners through individual contact and forums
- Build the befriending programme, health focussed activities and services and volunteering, currently identified as priorities within the community.

Any other duties deemed necessary to provide a quality service including:

- Meet regularly with the line manager for supervision and to ensure services, events and activities are being delivered in line with SCDA requirements, funding specifications and targets.
- Attend SCDA training and team meetings or all staff events as required.
- Ensure that all requirements outlined in the Sussex Community Development Association personnel procedures and policies are personally adhered to.
- Be familiar with and conform to responsibilities under Data Protection Law.
- Be familiar with and conform to responsibilities under the Health and Safety at Work Act in relation to service users, colleagues, self and others.

EQUAL OPPORTUNITIES

Sussex Community Development Association is working towards equality and has policies relating to the equality of opportunity in employment and service delivery. All staff are expected to comply with these policies.

HEALTH AND SAFETY

All staff have responsibility to maintain the health and safety of themselves and others within the performance of their duties in accordance with SCDA health and safety policies and to undertake specific health and safety responsibilities as necessary.

This job description will be reviewed from time to time or as necessary and may be amended to meet the changing needs of the organisation. It will also be used as the basis for the determination of objectives and the content is subject to annual review.

Signed by post holder:.....

Dated:.....

Person Specification

Desirable Qualifications:

- Degree or equivalent
- Relevant professional qualification (WICO or Foundation Community Development) and/or equivalent experience
- Evidence of maintaining skills and knowledge base post qualification

Experience:

- Two years minimum professional experience of developing, delivering and evaluating services in the community
- Experience of recruiting suitable volunteers and making assessments of clients' needs e.g. matching volunteers to suitable befriending opportunities
- Experience of directing, supporting & supervising staff and volunteers
- Experience of working in a complex, multi-agency environment
- Experience of partnership and inter-agency working
- Writing and contributing to funding proposals.

Essential Skills, Abilities and Knowledge:

- Knowledge of
 - relevant statutory, voluntary and community based providers and services in the local area
- Able to
 - co-ordinate a complex, multi-disciplinary service
 - plan and deliver services to local people in the community whilst giving priority to community involvement and support
 - lead innovation and motivate the local community in change processes
 - prioritise and manage major tasks with accuracy and in accordance with specified timetables and guidelines
 - develop and implement the establishment of new projects
- Skills
 - report writing skills
 - strong organisational, workload & Microsoft Office (IT) skills

Essential personal qualities:

- Motivated, self-starter who can demonstrate initiative
- Approachable and open to working with a range of people and professionals
- Commitment to team working and demonstrates flexibility
- Understanding of and personal commitment to implementing good anti-discriminatory practice
- Understanding of and a flexible approach to community engagement
- Understanding of the dynamics of community development, asset based community development and change for place based community development.

Desirable:

- Experience of working with central government funding regimes and evaluation schemes
- Experience of collaborating and/or writing funding bids

Circumstances:

- Car driver and owner essential as parts of East Sussex are rural and not well served by public transport

- Able to undergo health and DBS check as required.