



SUSSEX COMMUNITY DEVELOPMENT ASSOCIATION

Job Description:

**Senior Development Worker – Bexhill & Sidley
Community Hub**

Reporting to: Community Hubs Project Manager

Permanent and Full Time 37 hours per week

**Based at RVA Offices in Bexhill until in community
hub venue has been sourced.**

Salary range: £24,012 - £27,041 per annum pro rata

Role includes some travel across East Sussex.



The Organisation

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 Newhaven and across East Sussex.

To support its core activities SCDA also runs a number of Social Enterprises. These include the Denton Island Nursery, two charity shops and a bicycle recycling scheme.

Service areas include:

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

Community Advice & Wellbeing – delivering a variety of services aimed at promoting inclusion and working with local individuals and groups with diverse cultural heritages; supporting people at risk of anti-social behaviour and hate crime; offering access to a range of specialist advice provision through partners; and mental health and wellbeing in the community.

Community Development & Health – 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; delivering a range of services around food; green and open spaces; and promoting physical activity.

With services delivered through Willingdon Trees in Eastbourne and at Hailsham Hub, we also manage Denton Island Nursery which Ofsted has registered as 'Good' and which has remained open throughout the Corona Virus pandemic, and Seahaven Foodbank which has been a crucial essential service during Covid-19.

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.

The context of the job

The organisation though fairly small in terms of staff at approximately 98 employees, continues to grow - especially in terms of its geographic remit and amended delivery in light of the impact of Covid-19 on our communities. One of SCDA's Core Values is teamwork and support for colleagues, and we expect all members of staff to demonstrate flexibility within their specified job role and offer continued support to other colleagues and when required.

This role sits within the Community Development & Health team and works closely with the Bexhill and Sidley Working Together (BSWT), which is a CHART funded partnership project that will mobilise community-based resources to address barriers to employment and build local communities.

About Connecting Hastings and Rother Together (CHART)

Connecting Hastings and Rother Together (CHART) Community Led Local Development (CLLD) Programme is delivering the CHART CLLD Local Development Strategy to support projects that bring a fresh approach to tackling deep-rooted problems in deprived communities within Hastings and Bexhill. The Programme uses European Structural and Investment Funds. It is particularly focused on:

- helping disadvantaged people to find and keep work locally
- helping disadvantaged people to start a business or set up as self-employed
- stimulating the local economy to create jobs suitable for local people

About Bexhill & Sidley Working Together (BSWT)

The Bexhill and Sidley Working Together (BSWT) project is a partnership project that will mobilise community-based resources to address barriers to employment and build local communities, providing effective, innovative, person-centred and holistic support to 300 residents who are inactive, unemployed and furthest from the labour market.

Job Purpose

The purpose of the role of Senior Development Worker is to develop a Community Hub in central Bexhill and Sidley, as part of SCDA'S expanding portfolio of community hubs.

Initially working out of RVA's offices in Bexhill the role will work in conjunction with SCDA management to source a suitable Hub venue in central Bexhill. The post holder will then develop the hub into a vibrant community asset.

The role takes a hands-on approach to the co-ordination and delivery (in conjunction with partners) of a broad range of activities and initiatives, which meet the community needs of all ages and backgrounds. These could range from Employability to Health & Wellbeing initiatives.

A key focus of the role will be to support and facilitate activities at the Community hub as part of the BSWT Project, which is partnership project designed to mobilise community-based resources to address barriers to employment and build local communities, providing effective, innovative, person-centred and holistic support to 300 residents who are inactive, unemployed and furthest from the labour market in the area and enable individuals and communities to gain more control over their health and wellbeing.

The post holder will oversee the welfare and wellbeing of any volunteers, student and or work placements. There is the potential for line management of a Senior Project Assistant if the level of activity increases to an extent that administration support is required.

Additionally responsible for collaboration on funding bids 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 the Community hub:

- Develop approaches which ensure community-based services and activities are accessible to individuals, groups and communities currently excluded from existing services in Bexhill and Sidley
- Develop a vibrant hub that facilitates a range of services and appropriate activities with colleagues, taking reference from a range of working groups and from other local partners and individuals.
- To effectively market and publicise the Hub so that it becomes a key reference point for the design and delivery of a range of community-based initiatives, projects and events.
- To devise and implement an action plan to increase the use of community-based services at the Hub.
- Develop funding bids to support activities, services or events using partnerships, networks and community groups as necessary to assist.
- In conjunction with the Community Hub project Manager maintain a strategy for promoting and communicating the work of SCDA's community-based initiatives to partner organisations, a range of funders and the wider community of East Sussex

Partnership & coordination:

- Support effective joint working across statutory, voluntary and community sector services, organisations and groups in the organisation of community-based events and activities.
- To actively participate in the Community Hubs Network in Hastings and Bexhill.
- Ensure by effective partnership working with other Hubs in the Hastings and Bexhill area that community need is met by a range of services.
- Enhance existing links and services with local GPs through advertising and promotion of services provided and ensure a flow of referrals and users to the Hub
- Promote and increase the use of the Hub's services and activities by identifying and liaising with potential user groups
- Develop initiatives and services and collaborate on funding applications
- Identify fund raising opportunities and write bids to obtain the available funds
- Develop and maintain services, such as workshops, training courses and one to one training provision
- Develop and maintain a multi-agency and partnership approach to addressing the needs of service users in the local areas- by for instance leading and maintaining the local Community Hub network.
- Actively engage service users in the consultation process around the development and implementation of new and existing services
- Ensure all venues and events are fully risk assessed and make regular updates to stored documents and with HR

Monitoring & Reporting:

- Monitor and report on progress to partners / funders as required
- Create reports as required for steering or partnership groups or as directed by line manager
- Support, promote and facilitate best practice in establishing and maintaining good links with key partners from health, social services and the voluntary sector

Supervisory:

- Conduct regular supervision with any direct reports – if applicable
- Hold monthly project team meetings
- Provide regular supervision for volunteers
- 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 project team

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

- Meet regularly with the Community Hubs Project Manager for supervision and reviews and take responsibility to follow through agreed areas of work
- Attend team meetings, steering groups and partnership forums as appropriate
- Work to support effective communication with other SCDA project areas and joint working opportunities
- To ensure that all requirements outlined in the Sussex Community Development Association personnel procedures and policies are personally adhered to
- To be familiar with and conform to responsibilities under the Data Protection Act
- To 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 is expected to comply with these policies.

HEALTH AND SAFETY

All staff members 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

Signature of Post holder Date

Person Specification

	Essential Criteria	Desirable Criteria	Method of Assessment/ Source of Information
Qualifications	Degree or relevant professional experience	Relevant post qualification experience.	Application Interview Certificates
Experience	<p>Significant professional experience of developing, delivering and evaluating services in the community.</p> <p>Experience of working in a multi-agency environment with partnership working as a key part of your role.</p> <p>Experience of developing Community initiatives/projects through collaboration and co-design.</p> <p>Experience of writing funding bids and creating new services</p> <p>Experience of managing within tight budgets.</p>	Experience of local government / CHART funding regimes.	Application Interview
Ability & Knowledge	<p>Knowledge of relevant statutory, voluntary and community employability & health-based providers and services in each local area.</p> <p>Able to coordinate a complex, multi-disciplinary service.</p> <p>Able to prioritise and project manage major tasks with accuracy to strict deadlines.</p> <p>Able to plan, deliver and evaluate new employability / health and wellbeing projects in the community.</p> <p>Knowledge of Safeguarding Vulnerable Adults policies and procedures</p>	Local knowledge of disadvantaged / marginalised communities in the area	Application Interview

	<p>Knowledge of Data Protection Act and correct controlling and storage of data.</p> <p>Able to be diplomatic with an understanding of local politics and the wider external environment.</p>		
Skills	<p>Good research and report writing skills</p> <p>Excellent IT skills</p> <p>Good standard of literacy and numeracy</p> <p>Strong planning and workload management skills</p>		Application Interview
Personal Attributes	<p>A good team worker, self-motivated with the ability to work on own initiative.</p> <p>Able to build effective, collaborative relationships with people from a range of backgrounds.</p> <p>A good communicator and listener with strong persuasive skills.</p> <p>Credible and confident.</p> <p>Understanding of and personal commitment to implementing good anti-discriminatory practice.</p>		Application Interview
Other	<p>Flexible attitude to working some evenings and weekends.</p> <p>To undergo DBS check and health check as required</p>	Car driver and owner with ability to travel to various locations throughout East Sussex.	Application Interview
Date (drawn up): 23rd April 2021 L Leggett, HR Advisor			