

SUSSEX COMMUNITY DEVELOPMENT ASSOCIATION

Job Description:

Senior Community Development Worker - Children & Families

Reporting to: Community Hubs Project Manager

Work pattern: 37 hours per week

**Salary range: £24,982 - £27,041 per annum dependent on skills and
experience.**

**Base location: Denton Island Community Centre, Newhaven with regular
travel to SCDA Community Hubs and some travel to outreach delivery
locations across E. Sussex**



The Organisation

SCDA was founded in 1997. Its primary purpose is the development of sustainable community-based regeneration initiatives addressing the economic, environmental, 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.

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.

Advice & Inclusion – delivering a variety of services aimed at promoting inclusion for BME communities; supporting people at risk of anti-social behaviour and hate crime; offering access to a range of specialist advice provision through partners; and local Foodbank provision in Newhaven itself.

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; community asset building; and 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.

The context of the job

The organisation (SCDA), though fairly small in terms of staff at approximately 95 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.

As lockdown measures continue to ease, there is a requirement to work some evenings and weekends to meet service user, volunteer and community needs, and to assist with and support 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.

The post holder will engage and inspire families to access a range of family learning courses, activities and holiday/after school activities, and will promote, develop, deliver and coordinate a range of needs-based activities targeted at parents, carers and the local community.

Job Purpose

The purpose of the role of Senior Community Development Worker (Children & Families), is to coordinate and contribute to the delivery of activities for children aged 0 to 9, and encourage and support families to participate in the design, delivery and evaluation of the Denton Island Community Centre programme of activities, which includes holiday and after school activities, events and learning courses for children, across the age range 0-9, and their parents/carers. The aim is to support children's learning and access activities to enable them to achieve their best and support motivation and engagement with education. The post holder will support children and their families/carers to promote improvements in social, listening and creative skills, speech and language, physical activity and behaviours within a child-centred approach.

This includes currently amended delivery requirements due to the impact of Covid-19.

With responsibility for the local coordination and the delivery of a Family Learning programme for children aged 0 to 5 and activities for children aged 5 to 9 years, the post holder will identify family learning needs and work with others to create and design appropriate courses, evaluate their impact and manage the budget spend and reporting on each course and activity.

The role involves community consultation across various funded project delivery, reporting and evaluation. It includes co-ordinating the delivery of daytime, after school, weekend and holiday activities for children aged 0 to 5 and 5-9 supported by their parents, e.g. cooking, craft and outdoor activities such as walks. This could include some family learning activities delivered within local primary schools.

The post holder is additionally expected to write or contribute to funding proposals and bids for SCDA children & family work or broader family inclusion initiatives; ensuring quality of provision and that services, courses and activities run to agreed schedules & budgets.

Main Tasks

Development & delivery of children & family-based initiatives:

- Design, develop funding, deliver, monitor and evaluate a range of family learning initiatives, services, after school & holiday activities, projects and events which meet identified community needs
- Develop sustainable services and activities using asset-based approaches and 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.
- Professionally deal with any arising safeguarding issues in a timely and sensitive manner.
- Develop funding proposals and bids to support these 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
- Support and advise colleagues in different geographies to replicate services or activities and generate new ideas and activities to meet local need.
- Work with line manager, colleagues and funding officer to create funding bids to enable delivery at other SCDA hubs
- Provide ongoing support to colleagues to coordinate/enable local delivery of activities as a result of successful bid submission
- Part of the requirement of this role is to generate funding for activities across East Sussex and it may therefore be required of the post holder to provide line management for additional sessional staff and delivery staff.

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 and online activity which promotes community development.
- Actively participate in local networking groups/events within latest Covid-safe working practices.
- 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.
- Develop & deliver services, such as holiday and after school activities, workshops & training courses
- Ensure all delivery venues and events are fully risk assessed and make regular updates to stored documents
- Be involved in local community groups & forums as appropriate and as capacity allows.

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 Development and specific delivery areas developed to meet the needs of the local communities.

Supervisory:

- Coordination of sessional delivery staff and tutors.
- Conduct regular supervision with any direct reports, appraisals (and manage employee relations matters arising in partnership with the HR team) should the post-holder secure funding for additional resource.
- Hold monthly project team meetings and participate in regular team meetings in programme area
- 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, if and when direct reports are recruited.

Specific Tasks in relation to Newhaven:

- Recruit, train and support Volunteers & parents from the local community, when Covid-safe practice allows, to support Family Learning & activities for children aged 0-9. This will include supporting the marketing plan, and undertaking other tasks associated with the running of proposed activities.
- Develop a marketing strategy (working in collaboration with the Marketing and Communication Officer) which seeks to maximise the use of Family Learning and other children and family activities.
- Undertake a robust community consultation in the locality and analyse the results to feed into funding, marketing and activity planning
- Develop, fundraise and deliver/manage delivery of a range of activities as directed by the outcomes of the Community Consultation and partner engagement
- Ensure that best practice is observed in all Family Learning and holiday/out of school activities delivered
- 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
- Build the community development activities programme linking children & family activities with healthy lifestyles and older people identified as priorities in the community.

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

- Meet regularly with 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 & GDPR.
- 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
- L3 Education and Training (previously known as PTTLs)
- Evidence of maintaining skills and knowledge base post qualification

Essential Experience:

- Two years minimum professional experience of developing, delivering and evaluating services in the community, ideally with children and families
- Teaching, training or delivering workshops
- Experience of working in an outreach capacity with communities and lone working
- Experience of delivering information & advice or services to families or individuals
- Experience of writing risk assessments and ensuring activities are well managed
- Recent and relevant experience of working with children within the EYFS and/or with children aged 0-9
- Experience of working in a complex environment with a range of different partner agencies
- Able to plan & deliver group work, activities and basic adult learning modules
- Knowledge of quality in Early Years and Childcare and strategies for raising achievement
- Thorough knowledge of legislation and regulations relating to services for children and families
- Thorough understanding of dealing with Safeguarding issues relating to children and families in a professional, timely and sensitive manner
- Current 'best practice' and quality principles in working in early education and/or with children aged 0-9
- Experience of supporting, supervising and directing volunteers and paid staff
- 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 new projects
 - create and market a needs-based and inspiring programme of activities for families, building on existing services whilst working within Covid-safe working practices.
 - inspire, motivate and encourage families to engage in a range of activities and courses.
- 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
- 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.
- A commitment to parental involvement and support

Desirable:

- Experience of working with central government funding regimes and evaluation schemes
- Experience of designing and delivering a range of family learning initiatives through digital media – amended delivery under Covid restrictions.

Circumstances:

- Car driver and owner essential
- Able to undergo health & DBS check as required.