

SUSSEX COMMUNITY DEVELOPMENT ASSOCIATION

Job Description:

Community Development Worker Level 1

Reporting to: Community Hubs Project Manager

**Work pattern: 30 hours per week
Fixed term for 1 year in the first instance**

Salary: £18,933 pa pro rata dependent on skills and experience

Based: Denton Island Community Centre, Newhaven



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 both Newhaven and elsewhere in East Sussex.

To support its core activities SCDA also runs a number of Social Enterprises. These include Denton Island Nursery, rated as 'Good' by Ofsted, several charity retail 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 for people from culturally diverse communities; supporting people at risk of anti-social behaviour and hate crime; offering mental health support via affordable counselling services and support for those bereaved by or at risk of suicide, and offering access to a range of specialist advice provision through partners.

Community Development & Health – delivering targeted and general Youth provision locally; delivering a range of services around community food & food security; green and open spaces; building community led activity and initiatives to improve physical and mental health and wellbeing; raising the profile of communities in which we work through regular community events; and offering a suite of Family Learning and Inclusion activities for parents and carers of Under 5's.

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 currently employs around 104 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 role sits within the Community Development & Health team, supporting colleagues who are leading on Community Development and Health activities and initiatives mostly based within Denton Island Community Hub.

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

Job Purpose

The purpose of the role of Level 1 Community Development Worker is to work with people and communities in Newhaven and other Community Hubs to assist with the delivery and reporting on a wide range of community-based initiatives and activities. The post-holder will receive appropriate management support and training.

Main Tasks

Family Learning courses & Inclusion activities

- Support the Senior Development Worker – Children and Families in the organising and delivery of Family Learning courses
- Assist with the coordination of a range of learning activities and services, with colleagues, taking reference from a range of working groups
- Assist with the monitoring and evaluation of the course programme
- Assist with monitoring budgets for activities & training courses
- Assist parents/carers in identifying their next steps i.e. work, learning goals etc

Denton Island Community Centre

- Monitor and review access to DICC for all community members, reporting to Project Manager.
- Support with front of house information, advice and guidance procedures at Reception.
- Promote and develop DICC as a hub for families, supporting community groups to develop opportunities within this space.
- Developing opportunities for and supporting volunteers.

Community Hubs

- Support colleagues across SCDA's Community Hubs as directed by Community Hubs Project Manager.

Community Events

- Assist with the co-ordination of the Community Development Team to plan and implement a variety of community events.
- Assist with planning, delivering and evaluation of group sessions according to subject matter expertise.

Co-ordination and accessibility of services

- Support effective joint working across statutory, voluntary and community sector services, organisations and groups
- Support the Senior Community Development Worker – Children and Families with co-ordinating and facilitating Parent feedback groups, ensuring they are welcoming, inclusive and represent the views of as wide a range of parents as possible
- Assist with the design of (and monitor and evaluate) promotional materials, using a range of platforms in conjunction with the Marketing Officer.

Informing and reporting

- Ensure that comprehensive and accessible information about activities and related services is available to appropriate groups and individuals as requested by Project Manager.
- Monitor and evaluate work undertaken in line with SCDA targets and

- Contribute to written and statistical reports, as required, to managers, funders and other partners
- Actively pursue good working relationships with service users, community groups, voluntary organisations and statutory agencies at a local and area level.

Management reporting:

- Keep accurate records, update databases and assist in the preparation of written and statistical reports as required.
- Maintain appropriate administrative and recording systems.
- Contribute to the preparation of reports
- Work with others to contribute to the delivery of projects so that they are on time, to target and within prescribed budgets
- Collaborate and contribute to funding bids as appropriate

Other:

- The varied nature of the role requires flexibility to undertake other appropriate and relevant duties as they occur.
- Attend team briefs, bi-monthly Partnership Forums and SCDA staff meetings.

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.

Person Specification

Essential skills and abilities

- Strong organisational skills
- Good Microsoft Office skills
- Skills **OR** particular interest in development of skills relating to social media and online engagement tools, including social media, Instagram, online mapping tools and other online engagement opportunities.
- Attention to detail
- Able to inspire, motivate and encourage the local community to identify the strengths, assets and opportunities and act to make positive change
- Ability to grasp purpose and Values of SCDA and be a positive ambassador for the organisation

Essential personal qualities:

- Experience of volunteering or working with people in a supportive role OR the ability to demonstrate good people skills, including listening skills, empathy and reflection
- Experience of working or volunteering in a community capacity – eg involvement in organising or helping out at a community event, project or activity
- Willingness to learn
- A commitment to team working and ability to use own initiative
- Sensitive and able to listen effectively
- Personal commitment to implementing good anti-discriminatory practice
- Understanding of and personal commitment to community empowerment
- Ability to remain positive, enthusiastic and creative under pressure

Desirable Knowledge:

- The local area, its communities and services available
- Experience in working with children with additional needs

Circumstances:

- Undergo enhanced DBS and health checks as required.

Opportunities and benefits

The role will be supported with 1 hour per week mentoring and access to development opportunities alongside the Community Development Team.

The candidate

Ideal candidate would be a person keen to work with all sections of the community and develop skills, knowledge and experience in community work.