

SUSSEX COMMUNITY DEVELOPMENT ASSOCIATION

Job Description:

Senior Community Development Worker- Lewes District Community Action Network (LDCAN)

Reporting to: Community Development and Health Programme Manager

Work pattern: 22.5 hours per week

Fixed Term: 1 year in first instance

**Base location: Denton Island Community Centre, Newhaven with regular
travel across Lewes District and occasionally 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, and cultural and community needs, and particularly addressing the needs of people experiencing complex challenges 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 Lottery Community Fund and charitable trusts as well as contracts to deliver services and run projects across East Sussex, including from the DWP, East Sussex County Council (ESCC) & Home Office.

To support its core activities SCDA also runs a number of Social Enterprises. These include Sussex Community Counselling, Denton Island Nursery rated as 'Good' by Ofsted, and a charity retail shop.

For further reading and information regarding SCDA's Vision please visit:

<https://sussexcommunity.org.uk/wp-content/uploads/2023/03/Our-Vision.pdf>

There are 12 main service areas grouped under 3 broad headings:

Health and Wellbeing – delivering counselling and suicide support and prevention through Sussex Community Counselling; delivering activities to develop active travel, environmental awareness and strengthen community resilience to the impacts of climate change; deliver activities which address the wider determinants of health and wellbeing and address health inequalities; build stewardship of actions to address loneliness and social isolation.

Vibrant Communities – developing community infrastructure and coordinating activity to identify community needs; delivering activities to support families and family learning for partners and carers of children under 8; creating vibrant community hubs as community resources; supporting an active Young People's voice in the development and delivery of services and the delivery of activities supporting local young people.

Money, Housing and Jobs – supporting unemployed people across East Sussex, specialising in those who find it hardest to find and sustain paid work; supporting access to advice, information and signposting including specialist free, impartial, quality assured, confidential specialist advice; promoting food security and access to healthy, affordable food choices; supporting community wealth building through social enterprise.

SCDA has a strong track record in partnership working and in the quality of service delivery to meet the needs of people experiencing complex challenges: supporting people and communities to thrive.

The context of the job

The organisation currently employs circa 70 employees across premises in Newhaven, Eastbourne & Hastings delivering projects, services and activities across East Sussex. 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.

From time to time the post holder may be required to work outside of normal office hours to meet service user, volunteer and community needs, and to assist with and support community interest or

other network 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.

Lewes District Community Action Network (LDCAN) is supporting the grassroots Voluntary, Community and Social Enterprise (VCSE) sector across Lewes District. Delivered by SCDA as part of a three-year commission from East Sussex County Council (ESCC), which appointed SCDA as the lead infrastructure organisation for the Lewes District. LDCAN is the name of the Community & VCSE Infrastructure Programme being delivered through this commission.

LDCAN aims to ensure that smaller and micro VCSE groups have the tools and support they need to continue responding to local needs, building connections, and creating positive change. LDCAN builds on the learning and ethos of the Making it Happen programme, which demonstrated the power of community-led action and the importance of nurturing local assets, relationships, and leadership.

The VCSE sector is a vital part of our local 'ecosystem' in Lewes District, delivering essential services that improve lives and strengthen communities. The State Of The Sector report highlights that over 3,500 VCSE organisations currently operate across East Sussex and they offer comprehensive coverage and value.

Job Purpose

Working as part of LDCAN's team, alongside another Senior Community Development Worker and a Community Communications Officer, the postholder will help build the capacity, resilience and connectivity of local community groups, supporting them to meet the needs of their communities now and in the future, with a focus on Lewes town and the northern villages of Lewes District.

Main Tasks

Community Development & Capacity Building

- Lead place-based community development work in Lewes and the northern villages, building strong, trusted relationships with local groups and networks.
- Support grassroots, emerging and established VCSE organisations to build confidence, capability and sustainability.
- Provide practical development support across governance, funding, volunteering, inclusion, finance, safeguarding and organisational development.
- Embed Asset Based Community Development (ABCD) principles, ensuring work starts with local strengths, connections and collective action.
- Work collaboratively with the LDCAN team to ensure consistency, shared learning and complementary approaches across the district.

Network development & Collaboration

- Act as a representative for SCDA in promoting LDCAN, as required.
- Build and sustain local and thematic networks in the northern area of Lewes District, connecting people, groups and organisations.
- Enable collaboration between VCSE organisations, informal groups, statutory partners & local health services.
- Promote peer learning and mutual support, both locally and district-wide.

- Work closely with the Community Communications Officer to ensure opportunities, learning and achievements are shared effectively.

VCSE voice, influence & representation

- Gather insight from communities to inform LDCAN's advocacy and partnership work.
- Represent community perspectives within partnerships and forums, alongside colleagues.

Quality, Learning & Accountability

- Promote good practice, reflection and continuous learning across community and VCSE organisations.
- Contribute to pan-East Sussex learning and improvement, working with other Local Infrastructure Organisations (LIOs) through quarterly continuous learning sessions, thematic learning circles, and shared programme monitoring, evaluation and learning across the wider East Sussex CDEV programme.
- Contribute to SCDA's efforts to become an accredited Local infrastructure Organisation through NAVCA's LIQA standard.

Programme & Team Working

- Actively contribute to the design, delivery and development of the LDCAN programme.
- Work collaboratively with the other Senior Community Development Worker postholder to ensure joined-up working and shared approaches and the Community Communications Officer to support engagement, visibility and accessibility of infrastructure support.
- Identify emerging needs and gaps in VCSE support across the district.
- Contribute to funding bids, reporting and impact storytelling as required.
- Maintain appropriate administrative and recording systems, with an understanding of Data Protection law.
- Work with others to contribute to the delivery of the project so that it remains on time, to target and within prescribed budgets
- Attend and contribute to fortnightly LDCAN team meetings

SCDA wide:

- Attend and participate in wider SCDA meetings including Community Development & Health team meetings, wider SCDA meetings and various themed forums including Health & Safety, EDI & Volunteering, where applicable.
- Attend and contribute to regular supervision with line manager
- Attend learning and development events as required
- Ensure all internal HR processes, such as annual leave, sickness and TOIL are followed correctly.

Other:

- Any other duties commensurate with the role and level of responsibility and to ensure a quality service is provided.

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 qualifications:

- A degree or qualification or professional training in community development, youth and community work, social justice, or a related field or equivalent.
- Relevant training in equality, diversity and inclusion, facilitation, or organisational development.

Essential experience:

- Significant experience of community development and/or working within the VCSE sector.
- Experience supporting grassroots or small community groups to build confidence or capacity.
- Experience of place-based or relational working with diverse communities.
- Experience of partnership working with voluntary, community and statutory organisations.
- Experience of working in ways that promote community empowerment and participation.

Desirable experience:

- Experience working within a Local Infrastructure Organisation (LIO) or similar infrastructure support role.
- Practical experience of Asset Based Community Development (ABCD) approaches.

Essential skills and abilities:

- Strong community development skills, including relationship-building, facilitation and network development.
- Excellent listening, communication and influencing skills, with the ability to express ideas clearly and credibly.
- Ability to work collaboratively within a small team and independently with initiative.
- Strong organisational skills, with the ability to prioritise work, maintain quality and work effectively under pressure.
- Ability to apply equality, diversity and anti-discriminatory practice consistently in day-to-day work.
- Ability to accurately collate and maintain data and information collected in line with Data Protection Law.
- Ability to monitor and evaluate work undertaken in line with SCDA targets
- Good IT skills, including Microsoft Office, with strong attention to detail.

Essential personal qualities:

- Approachable and inclusive, able to work with a wide range of people and communities.
- Positive, resilient and creative, with good judgement, tact and personal credibility.

- A strong commitment to quality and continuous improvement.

Circumstances:

- Driving licence and access to a car for work
- Willing to undergo health and DBS checks as required.