

## **SOUTHMEAD DEVELOPMENT TRUST**



### **Job Description**

<b>Post:</b>	<b>Community Development Worker</b>
<b>Job Purpose:</b>	<b>To support greater community resilience, connection, action and influence</b>
<b>Responsible to:</b>	<b>Community Development Lead</b>
<b>Salary:</b>	<b>£23,231 - £25,210</b>
<b>Hours:</b>	<b>3-4 days per week including some evenings and weekends</b>

### **Roles and Responsibilities**

#### **To strengthen the capacity of equalities-led groups and local communities through rebuilding community connections and community action**

- To work with and support local resident-focused community based groups or activities to help local communities to thrive.
- Work with equalities-led groups and people experiencing the greatest inequality to build community connections and action. Help the Trust understand what impact we are having across different communities and how our work can be developed to improve practice and reach.
- To take an asset-based community development approach, working with communities to make connections, build conversations and participation in the local community.
- Identify local organisations and residents in the community who want to take action in their community. Use these connections to build local partnerships that encourage collaboration between organisations and residents.

- To support Trust colleagues and partner organisations to take a community development approach to their work, including building community leadership and involvement in the updated Adventure Playground site.
- To lead on coordinating regular door-to-door or pop-up outreach exercises across the community, gathering community intelligence to maximise impact, particularly targeting those most isolated following the pandemic.
- To work with partners to provide or organise training and skills development for community based groups and individuals as appropriate, based on the desires and interests of the community.
- Work together with other colleagues to map and build relationships with community groups, organisations, and community leaders in Southmead, to build on and strengthen existing energy and skills.
- To draft content, in collaboration with the Communications Lead and CASS team, for local communication channels to celebrate community action and wellbeing, while building the skills and confidence of communities to be excellent communicators.
- Work with colleagues to build events that bring people together across the community, supporting residents to lead their own local events through the year and as part of Community Celebration week.

### Digital and Economic inclusion

- Work with colleagues across the Trust and external partners to ensure that people across the community are able to access digital resources and support and are effectively using new digital skills to achieve their own community or enterprise ambitions.
- Work with colleagues across the Trust to enable people who run social enterprises or are self-employed can share their skills, and network with each other to promote peer learning and support.
- Train community volunteers/champions to support others with digital skills and set up a regular IT drop-in space at Greenway for people to access computers with support from volunteers.

### Support community groups and VCSE organisations

- Support existing groups to be accessible and sustainable, working with infrastructure support partners to refer groups and improve accessibility to existing support. Help ensure Link Workers can refer to strong, thriving local community groups.
- Help people to start new community groups, working collaboratively with all local partners.
- Forge strong links with the above to utilise their existing networks and build on what is already available to create a map of community groups or assets.
- Promote micro-commissioning and small grants, and support community and neighbourhood level groups to access them.

### Volunteering

- Support the work of the Volunteer Coordinator

## Community Plan and development work

- Work with the Trust's health and wellbeing teams, commissioners, and local partners to identify unmet needs within the community and gaps in community provision – developing new groups and services where needed
- To support the voice and influence of the Southmead Community in local and city-wide decision making, supporting local Planning forums and encouraging participation in civic life particularly among groups whose voices are less heard.
- Work with the community, wider Trust team and the Grants and Impacts Officer to identify new community projects, develop them into deliverable projects and bring in funds or investment to support new activity.
- Support the refresh of the Southmead Community Plan.

## Impact reporting

- To collaborate with colleagues to achieve the key performance targets and theory of change, as set out in our Bristol Impact Fund grant agreement.
- To keep accurate records of work completed, collecting monitoring information and preparing progress reports.
- Write up short case studies of individuals or groups who have made new connections or achieved their community or enterprise ambitions after working with the Trust.
- Follow agreed processes and protocols for receiving, storing and transferring personal information.

## Professional development

- Work with your line manager to undertake continual personal and professional development, taking an active part in reviewing and developing the roles and responsibilities.

## General Duties:

- To comply with all Southmead Development Trust's policies and procedures.
- To promote good equal opportunities practices and to take positive steps to counter discrimination however and wherever it occurs.
- To represent Southmead Development Trust's values at all times.
- To maintain a professional attitude and conduct at all times.
- Have a Flexible approach to working which will include evenings and weekends.
- To participate in training, professional development and team meetings as required.
- Any other duties as and when required.

## Person Specification

<b>Post Title: Community Development Worker</b>			
	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>EVIDENCE</b>
<b>Qualifications</b>		<ul style="list-style-type: none"> <li>• First Aid qualification</li> </ul>	Application Form
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working in a community-based way to facilitate and amplify the energy and skills of residents</li> <li>• Experience of coordinating and facilitating meetings and focus groups</li> <li>• Experience of working with people from diverse backgrounds</li> <li>• Experience of working in partnership</li> <li>• Experience of team working</li> </ul>		Application Form Interview
<b>Specific Skills/ Knowledge</b>	<ul style="list-style-type: none"> <li>• Good communication and English skills, both written and verbal</li> <li>• Understanding of community development principles and strength-based approaches</li> <li>• Able to demonstrate the skills of successful project work</li> <li>• Good facilitation skills</li> <li>• Knowledge of community and statutory services, both local and city wide</li> <li>• Excellent administrative skills</li> </ul>	<ul style="list-style-type: none"> <li>• An understanding of Safeguarding and Health and Safety issues</li> <li>• An understanding of Data Protection principles</li> <li>• Local knowledge and understanding of the community and residents of Southmead</li> </ul>	Application Form Interview
<b>Other</b>	<ul style="list-style-type: none"> <li>• Outgoing, personable and enthusiastic</li> <li>• Demonstrable commitment to equal opportunities</li> <li>• Willing to champion and model the values of the Trust</li> <li>• Commitment to the wellbeing of residents</li> </ul>	<ul style="list-style-type: none"> <li>• Awareness of the factors that affect the health and well-being of a community</li> </ul>	Application Form Interview

Post Title: Community Development Worker			
	ESSENTIAL	DESIRABLE	EVIDENCE
	<ul style="list-style-type: none"> <li>• A willingness to learn and develop skills in all aspects of the role</li> <li>• Be able to be systematic and methodical when working</li> <li>• Willingness to work to rules of confidentiality</li> <li>• Capacity to work flexibility including evenings and weekends</li> <li>• Capacity to work under pressure</li> <li>• Capacity to work using own initiative as well as part of a team</li> <li>• Willing to participate in a range of unexpected tasks, for the overall success of the Trust</li> </ul>		