



JOB

DESCRIPTION

**COMMUNITY DEVELOPMENT WORKER. ROCHDALE.
£33.5K PER ANNUM. 28 HOURS PER WEEK.
FIXED TERM 2-YEARS.**

Community development workers help communities bring about social change and improve the quality of life in their local area.

You'll do this by acting as a link between communities and a range of other local authority and voluntary sector providers. Your role will frequently involve addressing inequality and the projects you work on will often be in communities across Rochdale perceived to be culturally, economically or geographically disadvantaged.

Responsibilities

As a community development worker, you'll need to:

- seek to actively engage community focused organisations to work jointly
- develop the concept, branding and ethos of the consortium
- set goals for improvement and respond to problems and needs through empowerment and active participation
- identify community skills, assets, issues and needs across the eight founding organisations
- ensure that local people have their say and this is a driving force
- develop new resources in dialogue with the community and evaluate existing programmes
- build links with other groups and agencies
- prepare reports and policies
- raise and manage funds
- develop and implement strategies
- liaise with interested groups and individuals to set up new services
- plan, attend and coordinate meetings and events
- oversee the management of a limited budget
- carry out general administrative duties

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Skills

You'll need to show:

- advocacy and networking skills
- excellent communication, interpersonal and team-building skills
- good listening skills
- research and report-writing skills, and the ability to interpret or present data
- knowledge and understanding of community and social issues
- a non-judgemental and positive attitude
- creative thinking and problem-solving ability
- political, social and negotiating skills
- an understanding of how voluntary sector bodies work
- compassion and the ability to empathise with people's life experiences
- fundraising - to identify and pursue sources of funding/investments
- life experience and language skills can be an aid to this role and help you make important connections with those you are helping.

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

This post involves working with vulnerable children, young people or adults, therefore is exempt from the Rehabilitation of Offenders Act 1974. Applicants are therefore not entitled to withhold information about convictions, which for other purposes are 'spent' under the provision of the Act. We are committed to carefully screening all applicants who will work with young people and adults with support needs. Employment checks and references will be undertaken on all prospective applicants, as well as a Disclosure & Barring Service check.

	Requirements	Essential (E) Desirable (D)	Methods of assessment Application (A) Interview (I)
Skills and Knowledge			
1	Proven success in community development and engaging a range of stakeholders.	E	A
2	Experience of effective partnership work with, supporting and understanding of community groups and voluntary sector organisations.	E	A/I
3	Experience of facilitating large and diverse groups in planning and implementing community development and quality assurance.	E	A/I
4	Success in supporting and building capacity of community groups and advising them on appropriate structures, funding, governance and strategy.	E	A/I
5	Proven success in identifying and securing funds for community development from a range of sources, including grant-making, businesses, authorities and agencies.	E	A/I
6	Proficient in Microsoft Office, CRM/case management systems and ICT. Confident in the use of social media.	E	A/I
7	Proven success in developing business plans and associated studies, plus development of operational plans.	D	A/I
8	Excellent organisational, interpersonal and communication skills and the ability to liaise and co-ordinate between different groups.	E	A/I
9	Experience of developing press, marketing/publicity and information materials.	D	A/I

	Requirements	Essential (E) Desirable (D)	Methods of assessment Application (A) Interview (I)
Personal Attributes			
10	Excellent worth ethic, hard-working and highly resilient with a positive attitude.	E	A/I
11	Organised, approachable and reliable person who is responsible and committed to getting things done within stated time-frames.	E	A/I
12	Ability to work on own initiative and work well with a diverse range of people.	E	I
13	Good networking skills and ability to motivate others.	E	I
14	Diplomatic, able to act with discretion and to ensure confidentiality,	E	I
15	Willingness to be flexible in approach, open to change and adaptable.	E	A/I
16	High capacity for innovation and finding creative solutions,	D	A/I
17	Awareness of governance, quality assurance and legal requirements of charities,CIC's. With a sound awareness of policies and procedures.	E	A/I