

Community Development Worker Organisation Background, Job Description and Person Specification

1. Organisation Background

1.1 Aims and Objectives

Broomhouse Health Strategy Group (BHSG) is a voluntary organisation and registered Scottish charity, developed by local people from Sighthill, Parkhead and Broomhouse in Edinburgh. BHSG aims to facilitate health improvement for the local communities in the South West of Edinburgh (including Broomhouse, Sighthill and Parkhead), using an inclusive approach to promote healthy lifestyles and provide a variety of social health activities. BHSG was founded over 25 years ago and has the following objectives:

1. To promote healthy lifestyles within the local community by providing access to affordable food and undertaking food and health activities.
2. To work in partnership with local organisations to identify and address gaps in community based health improvement activities within the local communities.
3. To provide opportunities for the local community to seek peer support around relevant areas of health.
4. To provide volunteering opportunities, with the intention of generating greater confidence and self-esteem in those volunteers.
5. Using an inclusive approach, to involve and empower local people in the development and provision of Broomhouse Health Strategy Group health improvement activities.

1.2 Approach and Activities

BHSG uses a community development approach to bring people together who share common interests in health issues in their community. Local people and volunteers are central to the planning and delivery of all services. Services are delivered by a team comprising of salaried staff, hourly-paid staff and volunteers. Governance is provided by a Board of Trustees (maximum 12 members) which includes volunteers and professionals from other organisations.

BHSG activities are free and currently comprise a volunteer-run fruit and vegetable shop, a home delivery service, cookery classes and physical activities including BuggyGym, Duo (High Impact Interval Training), Chair Exercise and a Walking Group. In addition to address mental wellbeing there are Mindfulness sessions and a confidential health drop-in service. BHSG also works in close partnership with local organisations to address gaps in health improvement activities.

1.3 Funding

BHSG is funded by the NHS, City Of Edinburgh Council, Big Lottery and Scottish Government in addition to a range of other grants.

1.4 Current Developments

In response to changes within the wider environment the organization is engaged in several initiatives to ensure that its services are aligned with community needs.

The first initiative is a rebranding which involves a change in name and logo, which will be implemented in April 2019 but will require work to ensure a complete transition. User and community feedback on the existing BHSG name is that it is too corporate and does not clearly

communicate the purpose of the organization. The new name (B Healthy Together) has been developed through community consultation.

The second initiative is a move from the existing shop and office premises to a new space within the new Broomhouse Community Hub (the redeveloped Broomhouse Centre) which will occur in July 2019. This move will require significant operational oversight and support for existing activities through the transition.

The third initiative is a development of the salaried staff team which includes the renaming of the previous Manager role to be Chief Executive and the reformulation of existing roles to recognize changes in remit. The new organizational structure is shown Figure 1

Figure 1. Organizational Structure



2. Job Description: Community Development Worker

2.1 Purpose of the Job

To plan, manage, deliver and review a programme of physical and mental health and wellbeing services. These services will focus on delivering food and fitness activities within the local community, underpinned by community development principles. The Community Development Worker (CDW) will be an important part of the staff team to ensure that new initiatives run smoothly. The job is line managed by the Senior Community Development Worker (SCDW) and performance managed by the Chief Executive (CE). The CDW is expected to work alongside and co-ordinate activity with the Community Development Worker and Specialist Tutor (CDWST).

2.2. Main tasks and responsibilities

- 1. To contribute to the planning of annual programme of sessions as part of the staff team to ensure alignment with the intended outcomes of the business plan and principles of community development.**

This involves contributing to planning the annual programme of sessions (including term and holiday periods) according to the organizational business plan. This will involve inputting into the design of and providing support in delivering a programme of summer events, including Walking Group Away Days, and the Street Party.

- 2. To contribute to the gathering and upkeep of client data to meet the reporting needs of the organisation.**

This involves effectively gathering client registration, client feedback, client enquiries and client records, records of outreach delivered, signposts and health drop-ins. This will follow processes that ensure compliance with GDPR requirements and requires working with the Finance and Administration Office to maintain electronic records.

The CDW will work with the SCDW to ensure that client feedback is gathered during the running of sessions and through specific evaluation sessions within the programme of sessions to capture evidence of impact and opportunities for development.

- 3. To contribute to the development of the volunteering service**

To assist the Senior Community Development Worker in identifying, training and supporting volunteers to assist in the running of the sessions and following processes to undertake an annual review with these volunteers.

- 4. To deliver specific services**

This involves planning and managing a range of services including; Mindfulness and Chair Exercise sessions. The CDW will work alongside the sessional tutors who will deliver the sessions. The CDW will ensure delivery of the Walking Group service (including walk leader training), and provide additional support to the Duo sessions. If required the CDW will provide cover support for services run by other CDW's.

The CDW is responsible for all logistics including; the suitability of venue and all equipment, risk assessments, booking of rooms and tutors. The CDW will attend the sessions to assist with the room set up and will be responsible for the health & safety of the sessions. At session

the CDW will collect client data and provide support to the clients, volunteers and sessional worker.

The CDW will develop broad awareness of health services available citywide to facilitate spontaneous Health Drop In service which involves helping individuals address their health concerns and referring individuals onto our services or other agencies where appropriate.

5. To contribute to building relationships within the local community and with relevant local statutory and non-statutory organisations and networks in order to attract individual clients and the identify opportunities to establish referral/signposting pathways.

This involves working with the staff team to identify and plan outreach and partnership working opportunities which will raise awareness of all existing services. The CDW is required to design and deliver outreach activities including presentations to organizations, engaging with local people in drop in facilities and being present on open days.

6. To contribute to the marketing of organisational activities and services to the community.

This involves contributing ideas, designing, creating and distributing marketing materials related to activities and services within the local community. Marketing materials may be offline i.e. paper-based or online i.e. posting on social media platforms and writing regular blogs where required by funding organizations.

7. To contribute to consultation relating to existing and new service development.

This involves helping to organize community consultation events and capturing feedback to determine local health needs, and to identify opportunities for new areas of working. In addition, the CDW is expected to contribute to new projects as part of the staff team as such opportunities arise.

6. To undertake other tasks as required to support the organisation.

This involves providing support and coordination to support new initiatives and challenges; for example, the current rebranding and location move.

3. Person Specification

Essential Skills, Experience and Knowledge	<ul style="list-style-type: none">• Knowledge and experience of using a community development approach and an understanding of the issues surrounding health inequalities.• A good general level of education including numeracy and literacy attainment.• Excellent communication and computer skills including use of Microsoft Office.• Experience of team-working, partnership working and networking• Evidence of project management and planning skills• Evidence of working independently and managing own workload on a day to day basis.
Desirable Skills, Experience and Knowledge	<ul style="list-style-type: none">• Previous experience of working with hard to reach clients in a community-based organisation and/or the voluntary sector.• Previous experience of working with and managing volunteers• Previous experience of working in a service sector industry• Evidence of innovation and contribution to new project delivery• Evidence of using a range of social media to communicate to different audiences• Marketing or events organisation experience

4. Job Details

- Salary is £23,314 FTE
- 18 hours per week, worked over 3 or 4 days
- Will be line managed by the Senior Community Development Working and performance managed by the Chief Executive.
- Is based in BHSG premises in 1 Broomhouse Market, Edinburgh EH11 3UU
- Is subject to a Protecting Vulnerable Groups (PVG) check by Disclosure Scotland
- The closing date for submission of applications is 9pm Friday 28th December 2018 and date of the interviews are to be arranged