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**Job Description**

**Community Development Worker**

**Access to Sanitary products**

**Funded for 12 months**

For 50 years, Transform Community Development (a Scottish Charitable Incorporated Organisation (SCIO), registered charity number SC014961) has served vulnerable adults; working with them to transform their lives.

Our Vision is an inclusive society in which we all have the opportunities to live valued and fulfilled lives. We work to make that vision a reality though our Mission to support people excluded from family, home, work or community on their life journey.

We aim to offer consistently excellent service across all locations and in all our activities. Our way of working is built on our four core values:

**Compassion**: We believe that everyone should have the chance to change, no matter how long that might take.

**Respect**: We believe in tolerance, acceptance, valuing diversity and treating each other as equals.

**Integrity**: We are committed to the highest quality of work, grounded in honesty, generosity, sincerity and professionalism.

**Innovation**: We are willing to take risks, challenge convention and be very creative in our search for new ways of working, in particular by taking account of the environmental impact of our decisions.

**1 General**

FareShare is the UK’s largest charity fighting hunger and food waste. Through their redistribution centres in Aberdeen, Dundee, Glasgow and Edinburgh they redistribute surplus food to frontline charities and community groups.

Transform Community Development runs the Dundee FareShare operation from our depot which covers Tayside & Fife.

FareShare has received funding from Scottish Government to enable the redistribution of sanitary products to vulnerable women and girls and low-income households across the country. By using FareShare’s network of community food members (CFMs) it is expected that this will go some way to reducing the anxiety experienced by those who struggle to find the money to buy these essential items.

We know that to effectively increase access to sanitary products for women experiencing poverty and exclusion, the availability needs to be accompanied by community development work. This will help break down barriers, address stigma and embarrassment, and reach out to community groups giving them the tools to address period poverty as well as the training to increase their confidence and awareness of the issues.

Our experience is that simply making sanitary products available is not enough to convince all organisations and community workers to get involved in being part of the solution.

This new post will take the lead on: developing the redistribution model, working with existing CFMs, engaging other community groups, and providing training.

**2 Tasks and Responsibilities**

Main duties:

* Work with FareShare staff to manage the ordering and distribution of sanitary products to local charities (FareShare will manage the procurement and supply).
* Engage with target communities (CFMs and other groups), to encourage their involvement in the project and identify the needs of the women they work with.
* Reach out to target women and girls, and work with partners in the community to make the products available in easy, dignified, and reliable ways.
* Work alongside FareShare’s national education officer to provide a coordinated approach to providing education and training to CFMs, other community groups, and outreach workers.
* Deliver training and education sessions - including the promotion of reusable/recyclable products to encourage more sustainable and environmentally friendly solutions.

**3 Person Specification**

**Skills / Experience / Knowledge**

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| --- | --- |
| Experience of delivering training | Essential |
| Experience of community engagement with third party stakeholders in building good working relations | Essential |
| Self-motivated with excellent planning and organisational skills | Essential |
| Good interpersonal skills and the ability to engage with people to build skills and confidence  | Essential |
| Knowledge of the issues around period poverty | Desirable |
| Ability to work with a range of individuals including those with complex needs | Essential |
| Experience of managing small teams of volunteers / staff  | Essential |
| Excellent verbal and written communication skills | Essential  |
| Experience of monitoring, evaluating and reporting to demonstrate impact of work | Desirable |
| Knowledge of organisations that provide support for vulnerable individuals and groups | Desirable |
| Good knowledge of IT Skills | Desirable |
| Current driving licence (access to own car is desirable) | Essential |

**Values and attributes**

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| --- | --- |
| Conscientious, practical, committed and hard working | Essential |
| Dynamic, enthusiastic and engages well with people  | Essential |
| Good team player but able to work on own initiative  | Essential |
| Positive and creative approach to problem solving | Essential |
| Ability to deliver to set timescales | Essential |
| Patient and respectful of all people, whatever their background or presenting behaviour | Essential |
| Committed to learning and developing new knowledge and skills | Essential |
| Able to cope with stress and be supportive of colleagues going through change | Essential |
| Ability to work autonomously within charity’s systems and ethos | Essential |
| Willing to be flexible to fulfil the requirements of the role | Essential |

**4 Terms & Conditions**

Employer: Transform Community Development

Accountability: Transform Board of Trustees (via the Chief Executive)

Line Manager: CEO

Reporting: Report against work plan at regular support and supervision meetings

Liaison with: Operational managers, staff and volunteers; Other Transform staff; external stakeholders

Workplace: Dundee-based: 95 Douglas Street DD1 5AZ

Working Hours: Part time – 28 hours per week

Annual Leave: 30 days including public holidays (pro rata)

Salary: SCP 20: £20,798 (pro rata).
This equates to a pro rata salary of £15,739 for a 28 hour week

Pension: Auto enrolment into Qualifying Workplace Pension Scheme (QWPS) which is a Group Stakeholder Pension Scheme.

Duration: This post is initially funded for 12 months