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**WEST CALDER AND HARBURN COMMUNITY DEVELOPMENT TRUST**

**Job Title:**  Inspiring Volunteers- Development Worker

**Job Description:** The Trust wishes to appoint a part-time volunteer coordinator/project development worker on a fixed term contract for eight months (with the potential for extension).

**Purpose of role:** To further develop and implement our volunteer recruitment, support and activity plans based primarily around our In-Bloom growing project.

**Accountable to:** Trust Manager **-** West Calder and Harburn Community Development Trust Board

**Employed by:** West Calder and Harburn Community Development Trust

**Salary :** £24 000 pa pro rata

**Pension:** The Trust will operate a Stakeholder pension scheme applicable to the employment which the successful applicant may be eligible to join.

**Hours:** 0.4 or 0.5FTE (depending on candidate)

**Holiday:** 25 days plus 8 Public Holidays pro-rata

**Location:** The primary bases will be the Trust’s premises at the Community Centre in West Calder and at Polbeth & West Calder Community Garden

**Employment:** The post is for a fixed term of 8 months, from appointment

**About the Trust**

TheWest Calder & Harburn Community Development Trust (CDT) was formed in 2013 by a group of local residents for the benefit of the community of West Calder and Harburn. Our objectives are to:

* Advance citizenship and/or community development (including the promotion of civic responsibility and the promotion of the voluntary sector).
* Provide for the Community recreational facilities, or organise recreational activities, with the aim of improving conditions of life for the members of the Community.
* Advance environmental protection and improvement in the Community through the provision, maintenance and/or improvement of public open space and other public amenities and other environmental
* Advance the regeneration of West Calder and Harburn
* To advance heritage and/or preserve, for the benefit of the general public, the historical, architectural and constructional heritage that may exist in and around the Community

**Our aim is to:**

* Plan and implement selected projects which we believe will bring benefit to the community
* Support the efforts of groups and individuals to bring about community improvement
* Build partnerships with agencies able to access resources to intervene in community development.
* Promote community capacity building.
* Initiate/support social enterprise.

**Our Inspiring Volunteers Project**

Much of our activity at present, and our planned future activity, such as our Good Connections Health and Wellbeing service in the area depends on and is enhance by local voluntary activity.

At present the Trust has a range of volunteers, active in running the organisation, helping with gardening, helping with events etc. The Community Garden have approximately 35 volunteers involved in running green gyms, the woodland group and various community events. However our efforts and those of our partners depend on attracting, recruiting training and supporting volunteers to help us collectively deliver and expand our activities. The Trust’s In-Bloom community growing project is based at the Community Garden and they work closely together.

This is not a one - way street, we consider that we are in a position to offer opportunities to

* Key community supporters, people with some time on their hands wishing to contribute to the place they live in
* People looking for experience and opportunity – to help them with their employability skills, to access training opportunities and to find work
* People who need social involvement as therapy, to maintain or improve physical and/or mental health

The Trust offers meaningful activity and opportunities in a number of areas but are keen to develop some specific ones:

1. Become involved in gardening and outdoor activity through West Calder in Bloom and through the Polbeth and West Calder Community Garden
2. Develop the activities in the Polbeth and West Calder Community Garden, especially the very successful ‘Green Gym’ scheme, which requires more volunteer leaders to meet demand
3. Help in delivering our ongoing environmental improvements, e.g. helping develop and improve our path network, planting in various places such as Cleuch Brae in West Calder.

**The Role**

The new role will:

* Using our existing channels and working with our Inspiring Volunteers (admin) role and our Communications Officer, recruit volunteers to fit with the needs of the activities
* Oversee and manage the IN-Bloom project delivering specific sessions based at the Community Garden and in the community
* Develop and manage new volunteer based activities through the In-Bloom project
* Support volunteers to be integrated into the activities they wish to participate in
* Support groups to bring volunteers to join in In-Bloom activity for health and wellbeing outcomes
* Undertake any other appropriate duties as directed by the Board of the Trust, through the line management structure.

The successful applicant will be able to show a commitment to, and good understanding of the aims and values of the Trust and the requirements of the targeted community. They will show a willingness to work as part of a team committed to local community development. They will show an enterprising spirit and a positive attitude.

**PERSONAL QUALITIES**

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| **Category** | **Essential Criteria** | **Desirable Criteria** |
| **Experience** | *Community development experience*  *Experience of Community engagement and encouraging participation*  *Design and delivery of projects or initiatives in a partnership framework*  *Experience in volunteer coordination and development*  *Experience in developing and managing volunteer activities*  *Personal volunteer experience and work with other voluntary organisations*  *Project management experience* | *Local experience and knowledge of the Development Trust’s strategic aims and objectives.*  *Experience and good networks locally with community and local authority*  *Experience in managing outdoors/environmental volunteer projects*  *Experience in monitoring, evaluating and reporting on community development initiatives* |
| **Skills and Abilities** | *Good networking skills*  *Ability to work as a member of a team and to link with a wide range of other projects.*  *Self -motivated with organisational and time management skills, and with the ability to set and achieve realistic targets and to manage own workload.*  *Ability to work under pressure and meet deadlines*  *Good literacy, numeracy and computer skills.* | *Ability to problem solve and to use initiative and to innovate as part of problem solving.*  *Practical skills in outdoor activity and land management*  *Digital media* |
| **Qualifications and Knowledge** | *Good knowledge of or training in community development and engagement and evidence a willingness to learn and develop new skills.*  *Activity First Aid*  *Use of CRM communication/project management tools and Data Protection* |  |
| **Personal Qualities** | *A belief in the values and potential of community based development*  *Ability to prioritise*  *Resilient and flexible*  *Ability to cope under pressure*  *Ability to produce work of a consistently high standard*  *Creative and personable* |  |
| **Other Requirements** | *Post will require some out of hours working for which time in lieu will be available* |  |

This Job Description and the duties may vary from time to time at the discretion of the Board to satisfy the needs of the organisation.