



## Bridgend Farmhouse: Community Engagement Worker

<b>JOB TITLE:</b>	Community Engagement worker
<b>PROJECT:</b>	Community Matters
<b>REPORTS TO:</b>	Bridgend Farmhouse Manager
<b>RESPONSIBLE FOR:</b>	Volunteers, freelance sessional tutors and community researchers
<b>PLACE OF WORK:</b>	Bridgend Farmhouse, 41 Old Dalkeith Road, Edinburgh EH16 4TE
<b>HOURS OF WORK:</b>	21 hours per week (to include weekends and evenings as required)
<b>SALARY:</b>	£14,400 p.a. (based on a full-time equivalent salary of £24,000)
<b>Pension:</b>	Employer contribution of 4% to The People's Pension scheme (conditions apply)
<b>Holidays:</b>	15 days of annual leave and 5 public holidays
<b>Contract:</b>	Fixed term to 31 <sup>st</sup> March 2022 (may be extended if funding is secured beyond the current programme)

### About Bridgend Farmhouse

Bridgend Farmhouse is a Community Benefit Society (Number 7683) with Charitable Status (SC048396). We are based in South East Edinburgh and our aim is to enable people to learn, work and grow together to create a flourishing community and place. Bridgend Farmhouse is owned and run by its community of members. It consists of the farmhouse with a training kitchen and café, administrative and gallery/event space, four new-build workshops, kitchen garden, and soon an eco-booth and nature play area. It is a thriving centre and social enterprise, for learning, eating and exercise. Democratic structures consist of a Board of Trustees, five working sub-groups, volunteers' forums and our 404 members/shareholders.

We work to address social inequalities, to equip adults and young people with skills, reduce isolation and loneliness, strengthen community involvement, address the impacts of poverty locally, and strive to achieve social and environmental justice. Our overall aim is to enable local people to live healthy, connected and satisfying lives. We run regular activities and actively involve diverse groups of all ages, including people on low incomes, from BME communities, and with physical, learning and hidden disabilities. We collaborate closely with a wide range of individuals, voluntary and statutory sector partners.

## **Purpose of post**

The post is funded to 31<sup>st</sup> March 2022 through the Scottish Government's 'Investing in Communities' scheme which is designed to support community and third sector organisations in disadvantaged communities to develop and deliver sustainable local solutions that reduce poverty, inequality and disadvantage and enable inclusive growth. The post-holder's primary role will be to engage a wide diversity of people from our surrounding areas of benefit in a range of activities, services and events, and to support their participation in local community research and in democratic decision making processes within Bridgend Farmhouse and the wider community. The overall aim is to support participants to develop their own programmes of community development activities, education and action. The post-holder will have access to a budget for sessional tutors, volunteer training, and materials to support the activities. The post-holder will be involved in events at Bridgend Farmhouse and in supporting and signposting volunteers.

## **Responsibilities of post**

1. Engage and include a diversity of participants from local areas of benefit, particularly those experiencing social and economic disadvantage, in activities, services, decision-making and events, and in bringing forward their own proposals and ideas for Bridgend Farmhouse.
2. Plan, oversee and deliver an annual piece of participatory action research, including training local community researchers.
3. Build links and actively liaise with other local voluntary and statutory organisations to promote the project and build community engagement.
4. Co-ordinate and deliver weekly activities focused on developing skills, reducing isolation and promoting well-being.
5. Develop a range of regular family learning opportunities at Bridgend Farmhouse. Plan, promote and co-ordinate the delivery of family-based, outdoor learning and nature based activities during the Easter and Summer holidays.
6. Contribute to and support volunteers to plan and deliver local community events and seasonal celebrations at Bridgend Farmhouse.
7. Link in with the Bridgend Farmhouse sub-groups and the volunteer forum to encourage wider participation in these democratic working groups and the wider community.
8. Deliver the community engagement outputs and outcomes of the Investing in Communities Fund to an agreed standard and in the timescales required, working within budget requirements. Implement an evaluation plan and provide regular reports to the manager and board of trustees.
9. Embody the mission and values of Bridgend Farmhouse throughout the work, and be familiar with and comply with organisational policies, particularly equal opportunities and health and safety. Comply with appropriate codes of professional conduct.
10. Undertake any other duties as may be reasonably required by the manager or board of trustees.

## **Person Specification**

### **Essential knowledge, attributes, experience and skills**

1. A recognised qualification in community education, community development or equivalent.
2. Professional track record of working in community development.
3. Experience of managing volunteers and sessional workers.
4. Ability to create strong working partnerships with other organisations and community groups.
5. Track record of designing and delivering community based activities for targeted groups.
6. Proven ability to engage, motivate and support community participants from diverse backgrounds.
7. Good IT skills, and an ability to use software to develop promotional literature and visual evaluations.
8. Ability to work on own initiative and with minimal supervision; well organised and able to plan, prioritise, and administer own work.
9. Excellent communication and interpersonal skills.
10. Knowledge of, and commitment to, Equal Opportunities and the ability to implement within the service and for service delivery.

### **Desirable knowledge, attributes, experience and skills**

1. A member or associate member of the Community, Learning and Development (CLD) Standards Council
2. Experience and knowledge of carrying out participatory community research
3. Experience of monitoring & evaluation
4. Experience of complying with data protection requirements concerning personal information and confidentiality
5. Knowledge of the local area and communities

### **Disclosure requirements**

The appointment is subject to Bridgend Farmhouse being satisfied that the chosen candidate meets the requirements of the Protection of Vulnerable Groups [Scotland] Act 2007.

**Bridgend Farmhouse**

**3<sup>rd</sup> January 2019**