



West Calder Community HUB

Job Title:	Community Development Worker (Fixed Term)
Accountable to:	SCIO Board of Trustee
Employed by:	West Calder Community Education Association SCIO
Salary:	£25,000 FTE
Pension:	Contribution Scheme with NEST.
Hours:	21 hours per week (0.6 FTE).
Leave:	20 days per year.
Location:	West Calder Community HUB, West Calder Community Centre, West Calder, EH55 8DZ

Purpose of role:

The Community Development worker will assist the community to identify and develop responses to issues which affect their lives. They will develop and facilitate community engagement which results in genuine community influence and contribute to developing our programme, initiatives, opportunities and local defined issues.

This is a fixed time post for 1 year from the start date of employment and part funded by West Lothian Development Trust.

Candidates invited for interview will be expected to give a short presentation, topic will be provided on invitation.

Key Responsibilities

- Planning, delivering and managing a range of learning programmes meeting the needs and identified outcomes of the young people, adult learners, families or community groups being supported.
- Working with the community to ensure they are part of local community planning and have the skills and confidence necessary to make change.
- Engaging with customers to ensure that programmes being offered in the local area are designed to meet their expectation and reflect local need and priorities.
- Undertaking direct face to face delivery of activity through engaging with groups and individuals in an informal/formal context.

- Undertaking administration, monitoring and report writing for designated work.
- Networking with other services, organisations and agencies to enhance West Calder Community HUB.
- Undertaking self-evaluation of activities to ensure continuous improvement and contribute to the development of West Calder Community HUB Strategic Plan.
- Taking responsibility for Key Performance Indicators.
- Preparing written reports and presentations, as requested, for the Board of Trustee, West Lothian Council and Funders etc.
- Develop funding bids for West Calder Community HUB and other community groups to be submitted to funding providers including the National Lottery, Community Trusts, local authority etc.
- Recruit and support volunteers to support the work of West Calder Community HUB.
- To assist with the management and support of other staff within the HUB where appropriate.
- The post holder may be required to perform duties appropriate to the job, other than those given in the job outline. The particular duties and responsibilities attached to the job may vary from time to time without changing the overall purpose of the job.

Person Specification – West Calder Community HUB – Community Dev Worker.

Skills, Knowledge, Qualifications or Experience	E	D
Experience of work with adults, young people and communities in a community setting.	✓	
Qualification related to Community Development.		✓
CLD Qualification recognised by Community Learning and Development Standard Council.		✓
Experience of working within the third sector.		✓
Experience of delivering programmes and activities which met the needs of clients.	✓	
High level of ICT skills; office applications and social media.	✓	
Experience of partnership working within the third sector and local authority.	✓	
An understanding of the issues which affect communities.		✓
Organisational Skills.	✓	
Self-motivated, enthusiastic and offer a high degree of professional commitment.	✓	
Ability to use different models of evaluation.		✓
Ability to work cooperatively as part of a team.	✓	
Ability to consult effectively with groups.	✓	
Presentation skills for training purposes.	✓	
Ability to interact respectfully with other people and build strong alliances.	✓	

Energetic and positive outlook.	✓	
Commitment to ongoing professional development.		✓
Ability to work irregular hours including evenings and weekends.		✓
Protection of vulnerable Groups (PVG) Scheme membership through Disclosure Scotland.	✓	