

**Role Profile for a Community Development Worker (Freelance)**

 **Stow Community Trust**

**Hours and working pattern**: This post is offered on a freelance basis. The Board of Stow Community Trust (SCT) is flexible about how the time is worked and job or work share arrangements will be considered . There is an expectation that the postholder would undertake approximately a total of 75 - 80 hours per month, worked over two or three days each week. Occasional evening and weekend work will be required. 12 month fixed term contract.

 Pay: circa £ 20,000 per annum plus reasonable expenses incurred in connection with carrying out the post.

Stow Community Trust in conjunction with others wishes to secure the services of a Community Development Worker to:

* Conduct a community action survey and deliver a Community Action Plan setting out the key areas of interest to be actioned, implemented in order to improve the local economy, contribute to environmental sustainability and improve health and wellbeing outcomes.
* Build upon and expand the community engagement work that has taken place to date for the Stow Station House Project.

The main duties will include the delivery of a cohesive community plan for the villages of Stow and Fountainhall along with the identification and prioritisation of community needs and the benefits to these communities. The development of the plan will act as a road map for implementing community change and delivery of services. Additionally the postholder will be expected to continue with and increase the successful community consultation on the usage of the Station House project and its services and activities.

**Community Development Worker - Role Summary**

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| 1 | To conduct a community action surveys through accepted community engagement methodologies and to talk and listen to the communities of Stow and Fountainhall, business and other groups and agencies. Mapping identifying and community opportunities. Empowering all of the community by enabling it to tell their story.  |
| 2 | To develop a strategic Community Action Plan for Stow Community Trust, Community Council and others based on community consultation. To promote participation, collate, analyse and report on findings and assist in their early implementation.  |
| 3 | To build upon, create and strengthen links between the Station House and the local neighbourhood, enabling people to make the most of the Station House services and activities the project offers.  |

**Core duties and responsibilities**

**The community development worker will undertake the following main duties and responsibilities**:

*Community Action Plan*

* Community Action Survey -facilitating dialogue, gathering information on issues and challenges of concern within Stow and Fountainhall and their prioritisation.
* Develop a strategic Community Action Plan through substantive engagement, looking at competencies, needs and the full potential of Stow and Fountainhall and surrounding area. The plan will also cover any proposed changes likely to arise including what resources and /or assets are required to take issues forward.
* In collaboration with members of the community, to make a start on the small and other quick win projects identified for priority action.

*Community Engagement and the Station House*

* Identify and develop opportunities for partnership with members of the community, local businesses and organisations to improve efficiency and sustainability for the Station House Community Project.

*General*

* Contribute to work on climate change awareness and environmental sustainability.
* To work with and attend meetings with locality representatives of the community advisory panel set up to act as a reference group for the community action survey and Community Action Plan.
* Provide regular reports to the Board of Stow Community Trust, the Community Council

and others on the above activities and attending Board and Community Council meetings as appropriate.

**Reporting**

The Community Development Worker will report directly to a nominated member of the SCT Board in the first instance.

**Person specification**

***Essential qualities***

The applicant will have:

* Previous experience of Community Engagement methodologies e.g. Place Standard, and be familiar with community development principles and processes
* Proven ability to engage with “hard to reach” groups within communities ensuring their inclusion in the action planning process in creative and egalitarian ways
* Flexible approach to working, to enable interaction with groups at various times of the day, and days of the week.
* Self-starter, capable of working on own initiative within the brief
* Demonstrate excellent verbal and written communication skills
* Excellent ICT skills
* A proven ability to organise and run community engagement events, with assistance of volunteers from the Stow Community Trust and other community representatives.
* Should be eligible for PVG clearance
* Ability to work alone, be resilient, often in challenging local circumstances, as well as in close collaboration with community representatives and partners.
* Excellent organisational skills and written communication with an ability to maintain clear, accurate records as well as having excellent face-to-face communication and listening skills.
* Ability to build professional relationships and work in partnership as well as under own initiative.
* Experience of facilitating group work and or one-to-one sessions using a variety of media.
* Experience and understanding of the need for effective marketing utilising digital media to ensure digital inclusion and full participation across all representative stakeholder groups
* Commitment to equality, social justice and inclusion to ensure a fully representative community development planning process
* A positive and approachable manner
* A confident persona and willingness to go the extra mile in providing a high quality input to this work.

**Desirable qualities**

* A qualification in Community Development or related discipline is desirable.
* Experience of working or living in a similar sized rural neighbourhood and an understanding of the issues that face such communities.
* Be able to demonstrate a passion for working with and supporting a community.
* Be non-judgemental and have a positive attitude in their approach to community development.
* Have a good knowledge of the local area.

***For additional information please contact: gmmurraystow@outlook.com***

***Applicants should send a CV together with a covering letter detailing your interest, skills, experience, suitability for the post and reasons for applying to: gmmurraystow@outlook.com***

***Applications to be submitted by 5pm Fri 8th Oct 2021.***