|  |  |
| --- | --- |
| C:\Users\gary.meek.GCA\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\3690S16R\gca-log-no-strap (2).png | GCA2nd Floor, 14 North Claremont Street, Glasgow G3 7LE0141 353 1800 |

**JOB DESCRIPTION**

**JOB TITLE:** Community Development Officer

**JOB GRADE/SALARY:** GCA Grade 7 £28,000 to £30,600 per annum

**LOCATION:** Based at GCA, working closely with NWRC & Recovery Settings

**HOURS:** Full-time - 35 hours per week, over 7 days (including evening and weekends).

 (This is a fixed term post until 31st March 2023)

 **Flexible working, part-time hours, or job-sharing arrangements will**

 **be considered for the right candidate.**

**organisational profile**

GCA was founded in 1965 and is the oldest established Council on Alcohol in Scotland. GCA is a voluntary organisation working to reduce the harm caused by alcohol misuse through the provision of a range of high quality advice, information, counselling, support, prevention and education and training services.

GCA works in partnership with North West Recovery Communities, with the current arrangements underpinned by this joint initiative.

**MAIN FUNCTION/RESPONSIBILITY**

* Co-design Community Development opportunities which are responsive to local need, leading to improved life chances through learning, personal development and active citizenship while developing stronger, more resilient, supportive, empowered and inclusive communities within the North West
* Participate in ROSC in the Northwest of the city, ensuring community and individuals with lived experience of recovery are at the core of any developments
* Provide resource support to ROSC events, seminars, workshops and training opportunities
* Establish and re-establish post Covid, mutually beneficial, encouraging relationships with stakeholders, including Care and Treatment provision, Community & Third Sector organisations, Private Sector
* Establish parameters for collaborative working, be the main point of contact for all relevant stakeholders
* Support the community to contribute to ROSC Action Plans and Developments
* Conduct periodic evaluations to establish additional possibilities for collaboration
* To strengthen and develop the working relationships between GCA and NW Recovery Communities
* Work in collaboration with NWRC staff and volunteers

**Reporting Relationships**

The Community Development Worker reports to the Partnership Manager in GCA.

**MAIN DUTIES**

The perfect candidate for the Community Development Worker role will:

1. Co-design opportunities which are responsive to local need, leading to improved life chances for those living within the North West - including physical health, mental health & wellbeing, outdoor learning opportunities, IT skills, engagement in learning, employability, capacity building, support to families and vulnerable individuals
2. Further developing the Recovery Orientated System of Care Model in the NW
3. Establish appropriate partnerships and working arrangements that will help the NW reach full potential
4. Encourage good relations and effective communication between all stakeholder - individuals, statutory bodies, 3rd sector organisations, private sector and wider community
5. To work collaboratively with stakeholders in the co-production in the design and delivery of a comprehensive programmes, which meet the needs of local individuals and groups, while encouraging broad community participation
6. Share learning and develop links across Glasgow and the wider area
7. Take a holistic approach to recovery and reflect the importance of emotional well-being as central to the developmental and mental health needs of individuals in their daily lives.
8. Ensure links are made to children and the wider families are involved and included in the ROSC work
9. Be friendly, compassionate and naturally able to build relationships with individuals and partner/potential partner organisations both in person and virtually
10. Attend relevant ADP and other meeting to represent NW/GCA
11. Build sustainability within the recovery community
12. Contribute to the overall performance stats for the NW Recovery Community as layout by funders
13. Act as conjugate between GCA and NW Recovery Communities and regularly attend GCA Team Leader meeting to ensure two way communication
14. Raising funds and applying for grants for community projects
15. To manage operational budgets effectively, ensuring all spend and reporting is delivered as planned
16. Maintain appropriate and confidential written records and prepare relevant reports for GCA and funders
17. Carry out other duties in line with organisational requirements

  

**PERSON SPECIFICATION**

**COMMUNITY DEVELOPMENT OFFICER**

**E = Essential D = Desirable**

|  |  |
| --- | --- |
| **QUALIFICATIONS** |  |
| * CLD Qualification recognised by CeVe and or the Standards Council for Community Learning and Development
* Degree level qualification
 | DE |
| **SKILLS** |  |
| * Excellent written, verbal and non-verbal communication
* Strong communication and interpersonal skills
* Time management skills
* Effective organisational and planning skills
* Ability to work on own initiative and remotely from line management
* Able to use own judgment and initiative within agreed policies and procedures
 | EEEEEE |
| **EXPERIENCE OF** |  |
| * Previous similar role working within Community Learning and Development
* Experience of working with individuals and groups in hard to reach or excluded

communities such as those in recovery* Ability to motivate, manage and support people effectively
* Establishing and maintaining positive effective working relationships with internal and external stakeholders
* Working under pressure but demonstrating ability to multitask and deadlines
* Experience of participation and leading effective partnership initiatives
 | DEEEED |
| **KNOWLEDGE OF** |  |
| * I.T/Computer skills including Microsoft Office
* Zoom & Microsoft Teams
* ROSC Model & Scottish Govt Strategy “Rights Respect & Recovery”
* An understanding of the needs and issues faced by families and communities affected by poverty, inequality, disadvantage, addiction and exclusion
 | EEEE |
| **PERSONAL ATTRIBUTES** |  |
| * Empathetic & Compassionate
* Honest
* Flexible & Adaptable
* Team Player
* Non-judgmental approach
 | EEEEE |
| **OTHER**  |  |
| * Ability to travel citywide
* Driving license and access to own vehicle
* Ability to work irregular hours including evenings and weekends
 | EDE |