**Link Up Saltcoats Community Development Worker - Job Description**

**Job Purpose**

* To develop and facilitate mutually beneficial activities that bring people in the community together, using this experience to increase the confidence and capacity of the individuals involved and to begin improving the community’s effectiveness in addressing its own problems.

**Key Relationships**

* Internal - You will work as part of a team reporting to the Link Up Manager. You will also work with Inspiring Scotland’s Fund Manager for Link Up.
* External – Local people who volunteer and/or participate in Link Up groups and activities, and staff from other local partner organisations.

**Main Activities & Responsibilities**

* Reach out to, engage with and support local people to identify their strengths, skills, knowledge and interests i.e. their ‘assets’.
* Enable individuals to come together and create new activity groups, as guided by local people’s own wishes and drawing on the assets identified.
* Provide on-going support to strengthen and develop existing and new groups, working with existing staff, participants and volunteers to help the groups become self-managing and sustainable.
* Provide close emotional, practical and organisational support and guidance to local people, ensuring they have the confidence and self-belief to engage with Link Up and those involved with it.
* Identify and foster opportunities for local people involved in Link Up to develop a shared sense of purpose and positive collective action to help each other and deliver wider community benefit.
* Provide information for and participate in Quarterly Performance Reviews with Inspiring Scotland.
* Plan, prepare and maintain all necessary documentation to support the efficient and effective operation of community engagement and group activity, and the monitoring and evaluation of individuals and groups.
* Identify, develop and maintain positive working relationships with key community stakeholders and partner organisations in Saltcoats and the wider Three Towns area.
* Implement the evaluation and learning framework to measure and understand the programme’s impact.
* Maintain an up to date understanding of relevant national and local policy developments specifically including, local governance, community planning and empowerment, place-based working, public sector reform and poverty and inequalities.
* Support the development of a long-term place-based strategy to help the people of Central Saltcoats build a thriving community.
* Support fundraising efforts (including preparation of funding applications) to help sustain Link Up Saltcoats beyond the end of the current funding period.
* Work closely with the existing Link Up staff to provide input and support for the new aspects of the Link Up programme including, capabilities development and support for local people and groups, and the co-production of responses to key local issues.

**Key Competencies**

*Communication skills -*A communicator who is confident engaging people at all levels; gaining respect, inspiring confidence and having credibility with all stakeholders.

*Interpersonal sensitivity and emotional intelligence -* Linking to communication, the person must be able to engage effectively with a range of stakeholders using high levels of interpersonal sensitivity and emotional intelligence. Within this, an ability to apply sound judgement will be important. An inquisitive approach to people and issues will be helpful, where seeking to understand will be a key requisite.

*Drive for results* - A focused, motivated approach to delivering the role and its wider responsibilities will be essential. An ability to work on one’s own initiative will be important as will a “self-starter” approach. An ability to work with ambiguity and identify pragmatic solutions to issues will be an important asset.

*Team-working* - An effective team player who is willing to contribute to the wider work of the Link Up team.

*Analytical skills* – Our evaluation processes tell us what impact Link Up has made to an individual, group and/or community. However, an ability to analyse, investigate and interpret how that impact has been achieved is fundamental to this role; improving our own and other’s practice (i.e. what works and what doesn’t work) and driving increased social impact. Beyond this, an ability to contextualise any conclusions in terms of their relevance to policy development, systems thinking and service design, would be valuable.

*Planning and prioritising* - The role requires a high degree of planning and prioritising. Therefore, an ability to plan personal workload, identify priorities and manage one’s own time is key to this role. Personal effectiveness will be an important attribute and key to maintaining the faith and confidence of local people and workers, including the Link Up team.

**Knowledge & Experience Required**

**Essential**

* Qualified to degree level in community work, community development or a related area.
* Relevant experience of working in a front-line community work or community development role.
* Experience in developing and facilitating community-led projects using asset-based approaches.
* Community engagement experience, with the courage, conviction and skills to innovate and overcome community apathy.
* Experience in enabling sustainable individual and group development, with the skills to nurture, motivate and empower people to do this for themselves and on their own terms.
* Strong interpersonal skills with an ability to (i) build and maintain relationships based on trust and respect; (ii) communicate with and relate to people at all levels; (iii) listen well; (iv) be non-judgemental and treat people with empathy; and (v)manage conflict.
* Experience of working in partnership with other organisations.
* Organisational and time management skills with an ability to manage a wide range of tasks, often working to tight deadlines.
* Confidence, adaptability and resilience with an ability to (i) work alone, often in challenging circumstances; (ii) persevere; and (iii) respond flexibly to the needs of local people.
* Knowledge of evaluation techniques, particularly identifying indicators of more intangible outcomes (for example, confidence, self-esteem, sense of belonging) and implementing approaches to capture, record and analyse this information.
* Strong ICT skills.

**Desirable**

* Experience of tackling food insecurity, especially through a community larder/shop environment.
* Strengths in using social media platforms to support engagement and communication goals.
* Fundraising experience.
* Driver’s licence and use of a car.

**Job Context and any other relevant information**

* This post, under the Protection of Vulnerable Groups (PVG) Scheme, undertakes regulated work as part of the normal duties and therefore requires membership of the PVG (Children and Adult) Scheme by the post holder. Specifically, the regulated work includes:
  + Support for vulnerable adults and children in the community.
  + Managing volunteers who are supporting vulnerable adults.

END, February 2022.