

## Job Description

# Community Development Worker Edinburgh Recovery Activities (ERA) Project

Part time - 32 hours/week or 2 posts at 16 hours/week

## This is a new post

For over 50 years, Cyrenians has served those on the edge; working with those experiencing the causes and consequences of homelessness. We understand that there are many routes into homelessness, and that there is no 'one size fits all' approach to supporting people towards more positive and stable futures. That is why all our work is values-led and relationships-based.

Our Vision is an inclusive society in which we all have the opportunities to live valued and fulfilled lives. We work to make that vision a reality through our Mission to support people excluded from family, home, work or community on their life journey.

We aim to offer consistently excellent service across all locations and in all our activities. Our way of working is built on our four core values:

**Compassion:** We believe that everyone should have the chance to change, no matter how long that might take.

**Respect:** We believe in tolerance, acceptance, valuing diversity and treating each other as equals.

**Integrity:** We are committed to the highest quality of work, grounded in honesty, generosity, sincerity and professionalism.

**Innovation:** We are willing to take risks, challenge convention and be very creative in our search for new ways of working, in particular by taking account of the environmental impact of our decisions.

**Edinburgh Recovery Activities** works exclusively with those in recovery from alcohol and illicit substances. The project has two distinct goals; in the first instance, to provide those in recovery with peer-based activities that will assist in contributing to the individual's recovery capital and social capital.

The second focusses on the more long-term goal of opening a city centre based Recovery Centre. ERA joined the Cyrenians family in September 2021 though has been in operation since May 2019. ERA sees community involvement as paramount and as such, has a steering group made largely of individuals with lived experience.

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## 1 General

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ERA was born out of a need for a safe place for the recovery community in Edinburgh around treatment, meetings and everyday life. Following an extensive

research period, the recovery community discussed what they saw as a pivotal service for the future of Edinburgh. Open, welcoming, innovative, forward thinking, family based, inclusive and nurturing – these are the things ERA has strived to keep at the forefront of design and delivery.

While plans are underway to open a new Recovery Centre, ERA as an interim project has been working hard to support the community in Edinburgh. We offer weekly groups such as Yoga, HIIT, Creative Writing, Walking Groups & community lunches. We also provide one-off activities like Historical Tours, Fishing Groups and Camp Craft days. ERA has particular focus on Family friendly groups, advice, peer support and many other social groups and activities. ERA is well connected with both the community and supporting organisations and hubs both on a local and national level.

We are seeking a community development worker (or workers) to be part of our team supporting this community and their recovery. The role will include occasional evening/weekend work.

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## **2 Tasks and Responsibilities**

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- Create, develop and sustain positive relationships with the recovery community
- Generate practical ideas through discussions with the recovery community and other partners around activities, events and the general direction of the project.
- Organise and lead relevant activities and events covering both our weekly timetable and the more ad hoc groups that happen every month.
- Develop constructive partnerships with organisations delivering relevant activities and events so that a greater number of community members can access the work we do.
- Arrange practical elements of the programme such as venues, transport, equipment, refreshments, etc.
- Communicate details of the programme in such a way as to make them as accessible as possible to members of the recovery community
- Recruit and support volunteers

### **Safety and security**

- Undertake and ensure Cyrenians Health and Safety policy is adhered to
- Partake and review Risk Assessments for all activities and in-house groups
- To ensure that COVID specific health and safety procedures are developed, reviewed and updated as guidance is changed; and that these are adhered to by residents and those visiting the building.
- Communicate any issues to the Service Manager.

### Monitoring and evaluation

- Evaluate activities and events in order to shape the ongoing evolution of the programme. Evaluation can be in the form of feedback from events, impact statements, attendance numbers and live discussion groups.
- Keep accurate and up to date records relating to your work such as spending for groups and numbers of community members accessing groups.
- Contribute to the services monitoring and evaluation systems.
- Support the Service Manager with content for reports that will be passed on to the wider Cyrenians Team, EADP, the ERA Steering Group and any additional funders.

### Communication, Meetings and Events

- Involvement with regular ERA Team updates (weekly), ERA steering group meetings (monthly) and wider organisation-based meetings.
- Respond to any incoming enquiries with strict adherence to data protection.
- Attend and contribute to planning and team building events with wider team
- Represent the work of the project at other relevant meetings and events.

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## 3 Person Specification

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<b>Knowledge and Experience</b>	
Experience of supporting vulnerable individuals or groups	Essential
Experience of working or volunteering in a recovery-based role	Essential
Excellent interpersonal skills	Essential
Strong understanding of and commitment to recovery-based practice	Essential
Understanding of peer and mutual aid support	Essential
Experience of monitoring and evaluating work	Essential
Commitment to quality assurance and high standards in service delivery	Essential
Track record in supporting relationships	Essential
Lived experience of recovery	Desirable
Knowledge of Community Development theory	Desirable
Knowledge of Social Media and content creation	Desirable
Knowledge of Database operation	Desirable
<b>Skills</b>	
Excellent organisational skills	Essential
Excellent interpersonal skills	Essential
Confident decision maker and able to work autonomously	Essential
<b>Values and attributes</b>	
Passionate about enabling vulnerable people to overcome problems and reach their potential	Essential
Creative and innovative problems solver	Essential

Respectful of others	Essential
Energy, drive and enthusiasm to ensure the service and all those involved in it thrive	Essential
Committed to service excellence and continuous improvement	Essential

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## 4 Terms & Conditions

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<u>Employer:</u>	Cyrenians
<u>Accountability:</u>	Cyrenians Board of Trustees (via Cyrenians Chief Executive Officer) and the ERA Steering Group
<u>Line Manager:</u>	ERA Project Manager
<u>Liaison with:</u>	Senior Recovery Manager
<u>Workplace:</u>	Edinburgh based
<u>Working Hours:</u>	32 hours a week or 16 hours per week. Including some evening and weekend work.
<u>Annual Leave</u>	25 days plus 10 public holidays per annum pro-rata
<u>Salary:</u>	£21,963 – £24,559 (scale points 20 to 24) This equates to: £18,995 per annum for a 32 hour week, or £9,497 per annum for a 16 hour week at SCP20
<u>Pension:</u>	Auto-enrolment into Qualifying Workplace Pension Scheme (QWPS) which is a Group Stakeholder Pension Scheme – current contributions being 5% employee and 3% employer. Option of enhanced Employer contributions to the same QWPS of 6% initially, rising to 9% after 2 years and 12% after 5 years (subject to employee contributions of 6%)
<u>Funding:</u>	Fixed Term (1 year) continuation subject to continued funding.
<u>Disclosure:</u>	PVG membership is required

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## 6 Application deadline and Interview dates

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<u>Closing date:</u>	12 noon on Wednesday 4 <sup>th</sup> of May 2022
<u>Interview date:</u>	18 <sup>th</sup> May 2022
<u>Second stage:</u>	TBC

Please refer to the Recruitment Information leaflet for further information on completing and submitting your application form.