

## CCH Community Development Officer – JOB DESCRIPTION

Job Title: Community Development Officer  
Reports To: Community Development Manager  
Contract Type: F/T - 35 hours per week over 7 days – including evenings and weekends

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Community Central Hall provides a wide range of services to benefit and support the local community including services for both children, young people, families, and vulnerable adults. The Brighter Futures Programme will now form the Core of the CCH Recovery Plan for supporting communities out of the COVID-19 crisis in collaboration with residents, third sector partners and stakeholder agencies.

### ***Main Purpose***

**You will 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.**

**If you can match the criteria below, we'd love to hear from you.**

### ***Main Duties***

- Development and delivery of CCH Recovery Programmes with a strong focus on addressing local and National Recovery Priorities, including Physical and Mental Health, wellbeing, outdoor and environmental learning opportunities, Digital skills, engagement in learning, employability, capacity building, support to families and vulnerable individuals.
- *To work collaboratively with stakeholders in the co-production in the design and delivery of a comprehensive daytime, evening, and weekend programmes, which meet the needs of local individuals and groups, while encouraging broad community participation and the use of the venue's facilities and services.*
- *To Develop links with other agencies, and or voluntary organisations engaged in delivering CCH led Recovery initiatives.*

To support and train staff, volunteers ensuring participation in local and national practitioner networks and participation in ongoing professional development.

- To use operational budgets effectively, ensuring all spend and reporting is delivered as requested.
- *To provide self-evaluation and monitoring reports as part of a systematic approach to performance reporting.*
- *Assist with securing and reporting on grant funding to support programme delivery.*

- To work in partnership and collaboration with other local statutory, voluntary and community organisations and to be able to liaise and network in a professional manner to best benefit the needs and development of the organisation.
- Support and contribute to organisational information and marketing systems such as social media streams, ensuring that relevant up-to-date data is provided to support the positive profile and promotion of the organisation
- To carry out any administrative tasks in relation to the service
- To undertake any other tasks and duties reasonably requested by the Board of Directors or Executive Leadership Team

## **PERSON SPECIFICATION**

**E=Essential**

**D=Desirable**

### **Qualifications**

**E-** Degree level qualification

**D-** CLD Qualification recognized by CeVe and or the Standards Council for Community Learning and Development

### **Skills & Experience of Work**

**E-** Experience of working within a relevant discipline of Community Learning and Development

**E-** Experience of working with individuals and groups in hard to reach or excluded communities.

**E-** Excellent written, verbal, and non-verbal communication.

**E-** Experience of participation and leading effective partnership initiatives

**E-** Strong communication and interpersonal skills

**E-** Ability to motivate, manage and support people effectively.

**E-** Establishing and maintaining positive effective working relationships with internal and external stakeholders.

**E-** Support and supervision of staff and volunteers.

**E-** Working with individuals from a range of backgrounds.

**E-** Ability to work independently and as part of a team.

**E-** Ability to work to tight deadlines whilst managing conflicting workloads effectively.

**E-** Competent in the use of computer-based programmes, software including Word, PowerPoint, and Excel.

**E-** Ability to build and maintain effective working relationships with community partners.

E-Highly motivated, able to use own judgment and initiative within agreed policies and procedures

E-Understanding and commitment to equal opportunities and anti-discriminatory practice

### **Knowledge and understanding of**

E- key competencies for Community Learning and Development

E-Awareness of national and local strategic policy frameworks relating to community learning and development

D Third sector operations in Scotland

E-An understanding of the needs and issues faced by families and communities affected by poverty, inequality, disadvantage, and exclusion

D Knowledge of the national and local policy context relating to Programme recovery and delivery.

### **Personal Attributes**

E-Driven, focused, forward thinking and reliable.

E-Confident, positive, and enthusiastic

E-Flexible and responsive

E-Ability to work irregular hours including evenings and weekends

E-Willingness to participate in relevant training and development

D Ability to use social media platforms including twitter and Facebook

