



Community Development Worker Job Description and Person Specification

Job Title	Senior Community Development Worker (SCDW)
Responsible to	Chief Executive
Hours per week	28 hours (fulltime = 35 hours)
Location	Broomhouse Hub, Edinburgh, EH11 3RH
Salary	£29,500 pro rata
Annual leave entitlement	25 days pro rata (plus 10 days public holidays) calculated pro rata from the date of your employment. Annual leave year runs from 1st of April to 31st of March each year
Pension	Eligible to join the auto-enrolment scheme. 5% contribution from BHT and 3% minimum salary contribution from employee

Purpose of the role

- To take a lead in developing activities, in response to community-identified need within the Southwest Edinburgh Locality, to address the impact of health inequalities, poverty and social isolation on those within our communities.
- To contribute to the development and delivery of a programme of physical and mental health and wellbeing activities.
- Support the Chief Executive in a range of management tasks.

BHT activities are free and currently comprise of adult and child cooking sessions, community meals, health and wellbeing workshops, craft group, BuggyGym, seated yoga, chair exercise, and a walking group. These activities focus on connecting people within our communities, reducing social isolation and contributing to greater health and wellbeing.

Main tasks and responsibilities

1. Manage and deliver activities/services.

You will have lead responsibility to:

- Develop and facilitate the existing Create & Connect group and new activities/groups whose main aim is to reduce social isolation and loneliness, in alignment with our outcomes and funding
- Develop and organise our Community Meals alongside local partners (circa 18 meals in financial Year 22/23)
- Further to the above, you will work alongside the wider BHT team to deliver community health and wellbeing workshops and work closely with the team to ensure the agreed outcomes of the project are being achieved.

2. Build relationships within the local community and with relevant local statutory and non-statutory organisations and networks.

- Build meaningful relationships with members of our local community which supports them to access our activities and input into the development of the organisation.
- Work with the staff team to identify and plan outreach and partnership working opportunities with a range of statutory and voluntary sector organisations.

3. Develop the volunteering service.

- Manage and support volunteers who assist in the running of activities.
- Work alongside the BHT team to identify roles, volunteers, and training opportunities.

4. Community engagement.

- Engage with the local community to determine local health needs and identify opportunities for new areas of work.

5. Data gathering and impact reporting.

- Prepare and contribute to a range of written and verbal progress reports including reports to funders and our board.
- Use a range of monitoring and evaluation tools, in line with GDPR requirements, to help BHT clearly demonstrate its impact and learning.

- Work with the Chief Executive to ensure that client feedback is gathered during the running of sessions and through specific evaluation sessions to capture evidence of impact and opportunities for development.

6. Marketing and social media.

- Contribute ideas, create, and distribute marketing materials related to our activities and services within the local community. Marketing materials may be paper-based or digital, e.g. posting on social media platforms.
- Help maintain and develop the organisation's social media profile.

7. Fundraising.

- Identify opportunities to make small funding bids to support existing and new services/activities.
- Support the Chief Executive by contributing to major funding bids.

8. Additional Responsibilities:

- We may amend your duties from time to time and may require the post holder to undertake other duties necessary to meet the needs of the project.
- Deputise for the Chief Executive in her absence.

Person Specification

This is a varied role, and we encourage people to apply, even if they don't have experience in all areas, as we are committed to developing our staff team.

Category	Skills/Attributes	Essential (E)/ Desirable (D)
Education and knowledge	<ul style="list-style-type: none"> • Understanding of the issues surrounding health inequalities • Knowledge and experience of using a community development approach • A good general level of education including good numeracy and literacy 	<ul style="list-style-type: none"> • E • D • E
Experience	<ul style="list-style-type: none"> • Working in a community-based organisation and/or the voluntary sector • Recruiting, supporting and managing volunteers • Use of a range of social media to communicate to different audiences • Delivering and facilitating group events and workshops • Collecting and collating data, feedback and case studies • Track record of successful funding bids 	<ul style="list-style-type: none"> • E • D • D • E • D • D
Skills and Qualities	<ul style="list-style-type: none"> • Excellent communications skills • Engaging and listening to communities • Computer literacy with confidence using Microsoft office and Zoom • Ability to set priorities and manage own workload 	<ul style="list-style-type: none"> • E • D • E • E
Personal Qualities/other	<ul style="list-style-type: none"> • Non-judgmental, inclusive and supportive • Think creatively and develop imaginative solutions to problems • Maintain appropriate professional boundaries 	<ul style="list-style-type: none"> • E • E • E