



Job Description

JOB DETAILS

Job title: Community Development Worker Permanent; full time	Salary: £25,000 per annum
Location: Edinburgh	Closing date: Monday 8th August at 9am

JOB PURPOSE

Dr Bell's Family Centre has been supporting families in Leith since 2006. By offering a welcoming, safe place where families with young children can get support, advice, and encouragement, we help remove barriers for families who already face multiple socio-economic challenges.

We work with parents and children together and separately with a holistic approach to improve their overall wellbeing through offerings such as:

- workshops and drop-in sessions focused on health
- counselling sessions and groups to help parents learn coping mechanisms to relieve stress and mental health issues
- parenting support groups to help parents build confidence and become part of their community
- crèche spaces to provide stimulating and developmentally appropriate environments for children
- nutrition and cooking classes for families and groups of families to promote healthy choices and bring together the community for meals, support, and networking.
- volunteer and student placement opportunities to help increase employability skills
- working with multiple organisations and partners to deliver an extensive programme of offers and services.

Our vision is for families in Leith to thrive, feeling safe, supported, and healthy. We seek to improve and enhance the quality of the lives of families and children that use the crèche, cookery classes, counselling services, groups, and holiday activities. We strive to be a one-stop-shop where families can get what they need under one roof, and to make sure that the services provided locally are the ones that are needed. We believe in asking local people what they want. Dr Bell's Family Centre is for everyone. However, we believe that the most vulnerable families should get the most support.

This is an exciting time to join the Dr Bell's team as we expand to meet new challenges. We are seeking a dynamic and motivated individual to work with families with young children living in Leith and partnering organisations, to overcome barriers to accessing services. You should have some experience in holistic family support. This role will aim to promote children and their families' resilience and offer support that promotes emotional wellbeing. You should be a self-starter who also works well within a team to deliver great results against our targets.

ORGANISATIONAL STRUCTURE

You will work alongside our team at our Edinburgh office in North Leith. The team currently consists of Chief Executive, Childcare Manager, Community Development Manager, Childcare Practitioners, Fundraising Officer and Receptionist. This role will report directly to the Community Development Manager. This role will have no direct line reports.

KEY RESPONSIBILITIES

You will work alongside our small team to deliver a tailored programme to increase children and families who access Dr Bell's confidence and resilience.

Service Delivery

- To establish and maintain strong networks & positive relationships with partners and work collaboratively with referral partners and colleagues to ensure the timely allocation and implementation of support for new families
- Work in partnership with organisations to deliver key aspects of family support for disadvantaged families and to increase referrals to Dr Bell's Family Centre
- To plan, deliver and grow our family learning and adult support group programmes; that will support children and families to achieve aims in line with our organisations aims
- To identify gaps within support and develop new approaches where appropriate
- To communicate effectively with stakeholders and colleagues
- To positively promote the work of the organisation throughout the undertaking of your duties
- To undertake all work with due regard to safeguarding, protecting vulnerable people, and health and safety requirements, as per Dr Bell's policies for all staff.

Administrative

- To work in line with organisational guidance and policy including administrative tasks
- To be responsible for accurate and timely data entry into the organisations system
- To record, monitor and evaluate all work
- To supply our Community Development Manager with regular updates that can be used on the organisations website and social media platforms, in line with GDPR guidelines
- To communicate effectively with our families, sharing information on groups, activities and support.
- To ensure that registers, evaluations and plans are kept up to date.

Other

- To demonstrate behaviours that are consistent with the values and ethos of the organisations
- To support service user participation across the organisation
- Support with recruiting volunteers for family and group work delivery
- Attend relevant internal and external meetings as appropriate
- To proactively seek personal development opportunities and attend training to increase professional knowledge and skills necessary for effective performance of the role, agreed or recommended by your line manager
- Maintain an awareness of own and others' Health and Safety and undertake risk assessments for programme delivery
- Undertake all other reasonable activities as directed to meet the needs of the charity

AUTHORITIES AND LIMITATIONS

- Community Development Manager will be responsible for setting and reviewing your work.
- There are no financial authorities for this role.
- You will have regular support and supervision meetings.

KNOWLEDGE, SKILLS, QUALIFICATIONS, COMPETENCES

Essential

- Relevant qualification or equivalent experience
- Experience of individual, family, and group-work
- Experience of group delivery work
- Collaborative working with other agencies across a range of settings
- Knowledge of child protection guidelines
- Ability to effectively and sensitively advocate for others
- Empathic and sensitive approach
- Strong interpersonal skills and the ability to work effectively with a range of people
- Excellent organisational skills
- Excellent time management with the ability to meet tight deadlines, manage multiple projects and work at pace
- Ability to work effectively as part of a team and on your own initiative

Desirable

- Qualified to a degree level
- Experience of working in a charitable organisation
- Experience of working in a community setting
- Training specific to supporting families (e.g. PEEP, Bookbug, Solihull etc.)
- Knowledge and understanding of frameworks relevant to role
- Knowledge and understanding of social media and the ability to create and share posts
- Training specific to mental health and wellbeing
- A full driving licence

This post is subject to a Disclosure Scotland check.