

**Job Title:** Community Development Worker

**Accountable to:** Manager and Polbeth Community HUB

**Employed by:** SCIO Board of Trustee Polbeth Community HUB SCIO

**Salary:** £25,000 FTE

**Pension:** Contribution Scheme with NEST

**Hours:** 15 hours per week

**Holiday:** 28 days per calendar year

**Location:** Polbeth Community HUB, Polbeth Village Hall, Polbeth, EH55 8SD

**Purpose of role:**

Polbeth Hub is an established charitable organisation delivering tailored support services to the community of Polbeth.

We are looking to recruit another part-time Development Worker, to be involved in implementing a place-based approach, delivering a high-quality service to communities and partners in a locality context, with a focus on equality and poverty elevation. Improving life chances through learning, personal development and active citizenship, empowering people to make positive changes through a capacity building approach.

 You will need to have to have a flexible approach as there will be times when you will be supporting other areas of the Hub, working alongside other members of the Hub Staff to deliver other community projects and assist with general upkeep of the building.

If you are looking for a new challenge, this may be the position for you.

We value our staff very highly. Alongside competitive terms and conditions we offer numerous training and development opportunities.

Appointments are made subject to satisfactory membership of the Protection of Vulnerable Groups (PVG) Scheme, SSSC registration and appropriate safer recruitment checks.

This role is a fixed time appointment until December 2022 funded by the National Lottery Community Fund, extension of funding is expected beyond December 2022.

All posts are currently subject to Job Evaluation.

**Key Responsibilities**

* Working with the community to ensure they are part of local community planning and have the skills and confidence necessary to make change.
* Engaging with clients to ensure that programmes being offered in the local area are designed to meet client’s expectation and reflect local need and priorities.
* Undertaking direct face to face delivery of activity through engaging with groups and individuals in an informal/formal context.
* Undertaking administration, monitoring and report writing for designated work.
* Co-ordinating and developing Polbeth Anti-Poverty Forum with local partners.
* Networking with other services, organisations and agencies to enhance Polbeth Community HUB.
* Undertaking self-evaluation of activity to ensure continuous improvement and contribute to the development of Polbeth Community HUB Strategic Plan
* Taking responsibility for Key Performance Indicators
* Preparing written reports and presentations, as requested, for the Board of Trustee,  West Lothian Council and Funders etc.
* Develop funding bids for Polbeth Community HUB and other community groups to be submitted to funding providers including the National Lottery, Community Trusts, local authority etc.,
* Any other relevant duties as may be required by Management

**Person Specification**

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| Skills, Knowledge, Qualifications or Experience | Essential | Desirable |
| Experience of work with adults, young people and communities in a community setting  Qualification related to Community Development  CLD Qualification recognised by Community Learning and Development Standard Council  Experience of working within the third sector  Experience of delivering programmes and activities which meet the needs of clients  High level of ICT skills, office applications and social media  Experience of partnership working within the third sector and local authority  An understanding of issues which affect communities  Organisational skills  Self-Motivated, enthusiastic and offer a high degree of professional commitment  Ability to use different models of evaluation  Ability to work co-operatively as part of a team  Ability to consult effectively with groups  Presentation skills for training purposes  Ability to interact respectfully with other people and build strong alliances  Energetic and positive outlook  Commitment to ongoing professional development  Ability to work irregular hours including evenings and weekends  Protection of vulnerable groups (PVG) Scheme membership through Disclosure Scotland | Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y | Y  Y  Y  Y  Y |

**To apply, please send the attached Application Form and your CV to** [**chair@polbeth.org**](mailto:chair@polbeth.org)**. Closing date for applications is Monday 3rd October 2022 before 5pm.**