**STRATHCARRON HOSPICE**

**Community Development Worker**

**Compassionate Communities**

**Fixed Term Contract until March 2024**

**Part Time: 25 hours per week**

**Salary: Band 4 (£25,914 - £28,187 per annum pro rata)**

**Ref Number: 2301623**

Working alongside communities to support people to live well right up to the end of life is a strategic priority for Strathcarron Hospice. To help us further connect people who have long term conditions within their communities, we are looking for an experienced Community Development worker to help us deliver on our funded community projects and grow our Compassionate Communities work.

We are looking for someone with a high level of creativity, responsibility and self-drive who loves working with people and communities. The post holder will build relationships with individuals to find out what skills and gifts people have in order to connect them meaningfully in their own community.

Working alongside our Community Development team your responsibilities will include:

* Discovering what community support already exists in an individual’s life and community.
* Connecting people with long term health conditions to their community in a way that is meaningful to them
* Recruitment of community volunteers to visit people in their community or accompany individuals to groups
* Actively seeking opportunities to discuss Compassionate Communities movement in the community through awareness raising talks to local community groups
* Delivering volunteer induction and organising training programmes
* Accurate record keeping

The post holder will be based in their own home, have access to office space at Strathcarron Hospice and will cover the Falkirk Council area.

The post is subject to a Protecting Vulnerable Groups (PVG) check by Disclosure Scotland.

For more information please contact Susan High, Community Development Coordinator on 01324 826222 or email [Susan.high1@nhs.scot](mailto:Susan.high1@nhs.scot)

An application pack is available on our website [www.strathcarronhospice.net](http://www.strathcarronhospice.net) or by contacting Nicola Griffin, HR Coordinator on 01324 826222 or by email

Closing date for applications is Monday 6th March 2023.

**STRATHCARRON HOSPICE**

**Compassionate Communities**

**Job Description**

|  |  |
| --- | --- |
| **1. JOB DETAILS** | |
| **Job Title** | Community Development Worker - Compassionate Communities |
| **Department** | Community Development |
| **Salary** | Band 4 |
| **Responsible to:** | Community Development Coordinator |
| **2. JOB PURPOSE**  To contribute to the Hospice Community Development Team, working alongside communities using an Asset Based Community Development approach to discover an individual’s strengths and passions and connect them to their own community. | |
| **3. ORGANISATIONAL CHART**  **Community Development Coordinator**  **Community Builders**  **Volunteer Compassionate Neighbours**  **Community Development workers** | |
| **4. BACKGROUND INFORMATION**    Strathcarron Hospice is a charity established in 1981 to provide specialist care and support to people facing life limiting illness, death and loss across Forth Valley, Cumbernauld and Kilsyth. We employ a large team of clinical staff who deliver a range of services in peoples’ own homes and an in-patient unit. We also work with a growing number of volunteers who as part of the team help the Hospice to achieve its aims.  Our Community Development Team has grown and development hugely over the past ten years. As part of our strategy to put community at the heart of palliative care, we are committed to raising awareness that caring for one another at times of crisis and loss is not simply a task for health and social care professionals, but is everyone’s responsibility. | |
| **5. KEY RESPONSIBILITIES**  **Working with individuals**   * Have good life conversations to discover what a person is good at and what they care about * Use Community Circles framework to discover what support a person has in their life * Find out what an individual can do for themselves, what they need a little bit of help with and what they need done for them, and support accordingly to connect in with their community * Use a “serve while walking backwards” person centred approach to connecting an individual with either community groups, other individuals or a Compassionate Neighbour to promote authentic relationships   **Working in Communities**   * Discover what community support, informal and formal groups are active in each area * Contribute to team asset mapping efforts * Actively seek out opportunities in the public space to represent, promote and grow the Compassionate Communities movement   **Networking with Third Sector and Statutory Organisations**   * Attend relevant networking meetings to promote the Compassionate Communities movement in Falkirk Council area * Actively engage with community development workers and other agencies such as healthcare providers, the local authority, other voluntary organisations, faith communities and housing associations to build engagement with our work. * Identify opportunities for collaboration with other community initiatives and coproduction with communities in relation to palliative and end of life care and support.   **Working with Formal Volunteers**   * Be involved with the recruitment, management, development and support of volunteer compassionate neighbours * Take responsibility for shaping and contributing to the compassionate neighbour training programme. * Act as an information resource to volunteers and a range of health and social care professionals and third sector workers. * Respond to problems and needs through empowerment and active participation.   **Working with the Hospice Team**   * Support the Community Development Coordinator and team in their responsibility for compassionate neighbour volunteers, ensuring safe and therapeutic relationships. * Work as an active member of the Hospice team, liaising with services and staff as appropriate * Where appropriate ensure accurate records are maintained in line with data protection, patient confidentiality and other statutory and professional guidance. * Contribute to all aspects of the ongoing project programme within the Community Development team, including data capture and analysis * Manage and prioritise own work time to support the delivery of project outcomes * Understand and adhere to all Hospice policy and procedures * Identify and address own development needs * Act as a representative and ambassador of the Hospice.   **Assignment and Review of Work**   * Responsible to and reports to the Community Development Coordinator for professional practice, work allocation and formal appraisal of performance. * Working alongside the Senior Community Development Worker to regularly review that outcomes are in line with Falkirk HSCP Strategic Plan and an Asset Based Community Development approach.   **Equipment**   * Computers * Mobile phone   **Systems**  The post holder will be trained in and required to maintain expertise in the following systems:   * Hospice policies and procedures manual/ Human Resources manual * Good Governance, Health & Safety, Risk assessment and management * Working knowledge of current complaints procedures * Protection for vulnerable people * Intranet and NHS mail system | |
| **Effort & Environment**  **Physical skills:**   * The physical skills required to undertake this role are minimal however the use of a computer and keyboard is a requirement of the role. * A driving license or the ability for independent travel is necessary   **Mental:** Expected to concentrate for periods and adapt to changing work requirements throughout the day.  **Emotional:** Occasional exposure to emotional or distressing situations  **Working Conditions:** Frequent lone working | |
| **Knowledge, Experience and Skills**   * Relevant Qualification in Community Development at SVQ 4 level – or equivalent experience * Experience in a community development role, paid or unpaid * Experience of inter-agency working * Experience of working with volunteers * Experience in project planning and implementation * Experience in the charitable/voluntary sector * Excellent communication and interpersonal skills * Knowledge of Asset Based Community Development * An understanding of and cultural sensitivity towards issues associated with palliative and end of life care * Good digital/technological literacy * Project Management skills * Own vehicle and clean driving licence   **Personal attributes**   * Broad life experience, high level of adaptability * High level of personal drive and pro-activeness * Social and emotional intelligence with a love of learning * Excellent writing and communication skills * Commitment to helping create a stronger and more connected community * Compassion and the ability to empathise with people's life experiences * Flexibility in the working hours is essential to meet demands of the role | |

**Note:** This job description is not intended to be an exhaustive list of duties and responsibilities of the post. The post holder may be requested to carry out other duties appropriate to the grade. The post may change over time and this job description may be changed after consultation with the post holder.

**STRATHCARRON HOSPICE**

Terms and Conditions: The terms and conditions of service are similar to those laid down in the Agenda for Change Handbook.

Location: Strathcarron Hospice.

Salary Scale: Band 4, £25,914 - £28,187 per annum, pro rata.

Staff taking up a new appointment with Strathcarron Hospice will normally enter the scale at the minimum of the pay band/range. Any appointment above the lowest point of the pay band/range will be subject to verification of previous NHS/Hospice services or experience outside the NHS/Hospice, which is given in recognition of relevant complete years of experience.

Hours: 25 hours per week.

Employees may be required to vary the pattern of their working week subject to the exigencies of the service.

Duration: Fixed Term – ends March 2024

Annual Leave: 27 days rising to 29 days after 5 years service and to 33 days after 10 years service plus 8 public holidays (pro rata).

Or

202.5 hours rising to 217.5 hours after 5 years service and to 247.5 hours after 10 years service plus 60 hours public holiday (pro-rata)

Sick Leave & Pay: In accordance with Strathcarron Hospice provisions

Superannuation: This post is superannuable under The Falkirk Council Local Government Superannuation Scheme and your remuneration will be subject to deduction unless you choose to opt out of the scheme.

Right to work in the UK: Strathcarron Hospice has an obligation to ensure it does not employ any worker who has not been granted the relevant permission to work in the UK. This permission is without exception granted by the UK Border Agency. We are required to check the entitlement to work in the UK for all prospective employees, regardless of nationality or job category

Pre-employment Health Assessment:

No appointment can be confirmed until a satisfactory

medical examination has been undergone.

Protecting Vulnerable Groups Scheme

(if applicable): From 28th February 2011 the Scottish Government

introduced a new membership scheme to replace and

improve upon current disclosure arrangements for people who work with vulnerable groups. If the duties of this post involve regulated work with children and young people and/or protected adults, the successful candidate will require to be a member of the PVG Scheme and consent to Strathcarron Hospice obtaining a Scheme Record or a Scheme Record Update, if they are already a member of the Scheme. More information of the PVG Scheme can be found at [www.disclosurescotland.co.uk](http://www.disclosurescotland.co.uk)

Police Act Disclosure Check

(if applicable): If the duties of this post require the declaration and validation of criminal convictions, the successful candidate will be required to complete a standard or enhanced Police Act Disclosure Scotland check prior to any offer of appointment being made. In the event of employment, any failure to disclose such convictions could result in the withdrawal of any offer, disciplinary action or dismissal by Strathcarron Hospice.

Confidentiality: In the course of your duties you may have access to confidential information concerning patients or staff. Unauthorized disclosure or removal of information may lead to consideration of disciplinary action.

Equality in Employment:

Strathcarron Hospice fully supports the principle of equality in employment and opposes all forms of unlawful and / or unfair discrimination which cannot be shown to be justified. Strathcarron Hospice is committed to ensuring equality of treatment for both present and potential employees.

No Smoking Policy: In line with Strathcarron Hospice’s No Smoking policy, Strathcarron Hospice is a smoke free environment. This means that smoking will not be permitted by staff anywhere within the Hospice premises including residences and grounds

Health & Safety: All employees have a responsibility for their own health & safety and the health & safety of others who may be affected by what they do. Employees also have a duty to co-operate with their employer by following Strathcarron Hospice policies and procedures and safe systems of work; by using equipment safely and by bringing any shortcomings in health and safety arrangements to the attention of their employer. Where something is provided in the interests of health & safety employees must not interfere or misuse it. All employees have a legal responsibility to report any shortcomings in terms of this in their area. Managers and supervisors have a responsibility for monitoring health & safety arrangements and ensuring staff are following policies and procedures and safe systems of work.

Partnership Agreement: Contributing to the development of partnership working by: supporting Strathcarron Hospice in delivering its goals and objectives; supporting continuous improvement in own performance and the performance of the department, directorate and Strathcarron Hospice; attending training, development and other activities aimed at improving own skills and for the benefit of the organisation and patient care.

Completed application forms should be returned to:

**Nicola Griffin: HR Co-ordinator, Strathcarron Hospice, Randolph Hill, Denny. FK6 5HJ**

**Or emailed to:** [**Nicola.griffin@nhs.scot**](mailto:Nicola.griffin@nhs.scot)

**Closing date: Monday 6th March 2023**

**Ref No:** **2301623**