**JOB DESCRIPTION** -

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| **Job Title:** | Community Development Worker |
| **Hours:** | 35 hours per week (Some evening and weekends required on a rotational basis) |
| **Salary:** | £21,500 per annum |
| **Probationary Period:** | Period: 3 months |
| **Reports to:** | Centre Manager |

**Job Purpose:**

Are you looking for a job where you can make a real difference? Are you a team player who is looking for something different? Are you passionate about your community? If you have answered yes to these questions then this could be the ideal job for you.

At Rosewell Development Trust we are committed to creating a work environment that values diversity, fosters innovation, and rewards excellence. We have an exciting opportunity for a motivated and dedicated individual to fulfil our Community Development Worker role. As a Community Development Worker, you will have the opportunity to make a genuine difference in the lives of individuals and the community as a whole. You will be supported by a small team of supportive collageues and volunteers dedicated to the same vision and you will have the freedom to explore new ideas and approaches.

With a focus on expanding on our vibrant activities and groups that enrich the community, the Community Development Worker will provide ongoing support to our established volunteers involved in these programmes. If you are a proactive change-maker ready to transform communities and build a brighter future, we invite you to apply for the role of Community Development Worker.

**Job Content:**

• **Under 5s Pre-Activities:** Facilitating the existing volunteer-led Parent & Toddler groups, playgroups, and pre-school activities programmes. Ensure that groups are advertised and ready for referrals using social media and other online resources.

• **Children's Work:** Supporting existing children's groups while also fostering the growth of various volunteer-led activities and groups for children. These could encompass leisure clubs, creative arts, educational activities or other thematic groups.

• **Adult Activity Programme:** Contribute to the success and impact of volunteer-led programmess and make recommendations for improvement by supporting the establishment of volunteer-led adult learning and activity programmes that align with the needs and interests of the community.

* **Outdoor Activities:** Supporting established outdoor volunteering activities in the Steading sensory garden and at the outdoor woodland classroom.

These responsibilities should be seen as indicative rather than exhaustive, as the Community Development Worker may be required to undertake other reasonable duties within the setting.

**Person Specification:**

The successful candidate should possess the following qualifications and attributes

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| Attributes | Essential Criteria | Desirable Criteria |
| Experience | Experience of working within a childcare or community setting  Experience working with volunteers  Experience of working with families and/or communities  Strong organisational and time management abilities to handle multiple responsibilities and deadlines.  Proficient in use of social media |  |
| Qualifications, Education and Training | Commitment to continuous professional development  Willingness to undertake training | NVQ Level 2/3 or equivalent in Childcare or a relevant community development qualification |
| Skills abilities and Knowledge | An ability to communicate well with adults and children  Knowledge of safeguarding  An understanding of equal opportunities  Proficiant in the is use of office 365  Willingness to participate in extra-curricular activities e.g. staff / committee meetings,children’s outings and fundraising events  A self-motivated and collaborative mindset, with the ability to work independently and as part of a team  Excellent interpersonal and communication skills to effectively engage with volunteers, community groups, and stakeholders | Knowledge of health and safety  Ability to demonstrate competency in implementing appropriate safe and creative activities for pre-school children |
| Personal Attribute | Friendly outgoing personality  Ability to adapt to changing circumstances in order to provide the correct level of support for volunteers  Ability to work in a team  Able to give and take instructions  Display a professional and friendly manner  Self-motivated, enthusiastic and willing to work with people at all levels to |  |
| Any other requirement | Successful registration with the PVG scheme |  |