**Job Description**

**Job Title:** Development Worker

**Hours:**  Weekly hours will average 12 hours per week. An annualised hours system will be used to accommodate workload fluctuations. To be mutually agreed.

**Reporting to:**  Chief Executive Office

**Location:**  Hybrid/flexible. It is envisaged that the post can be home based, although activities will take place in Norton Park Business Centre, 57 Albion Road, Edinburgh

**Role Summary**

The Development Worker will collaborate with the Norton Park team to foster a vibrant and supportive community by organising engaging events and activities for tenant organisations and their staff.

This role includes understanding tenant needs, supporting partnerships with community groups, and promoting Norton Park as a collaborative hub.

**Key Responsibilities**

Event Management

* Plan, organise, and execute a diverse range of events tailored to tenant needs, including networking sessions, workshops, training programs, and social activities.
* Ensure effective marketing and promotion of events through social media, newsletters, and other channels to maximise attendance.
* Monitor event success through data collection, analysis, and participant feedback for continuous improvement.

Tenant Engagement

* Liaise with tenant organisations to understand their needs, interests, and preferences through regular consultations and feedback mechanisms.
* Develop and implement tailored activities and initiatives based on tenant input to foster a sense of community and promote well-being.
* Facilitate tenant collaboration and networking opportunities through organised events and activities.

Community Partnerships

* Build and maintain relationships with local community groups and organisations.
* Identify and collaborate with relevant partners to co-organise events or leverage resources that benefit Norton Park tenants and the local community.
* Promote the use of Norton Park's facilities to increase community engagement and usage.

Reporting and Administration

* Prepare regular reports on event outcomes, community impact, and tenant engagement metrics.
* Assist with administrative tasks related to event planning, marketing, and tenant communication as needed.

**Terms and Conditions**

Place of Work: Flexible – Home and Norton Park offices, 57 Albion Road, Edinburgh, EH7 5QY

Hours of Work: Weekly hours will average 12 hours per week. An annualised hours system will be used to accommodate workload fluctuations. To be mutually agreed.

Salary: £27,000 pro rata. (Full working week is 36.25 hours)

Pension: Norton Park SCIO run a contributory pension scheme, which staff are encouraged to join. Employer contribution 7% and employee contribution 5%.

Annual leave: Pro rata 25 days annual leave + 10 public days each year. (Norton Park closes over Christmas and New Year period, leave must be used for this)

**Person Specification**

**Required Skills and Experience**

* Proven experience in event management, community development, or a related field.
* Excellent communication, interpersonal, and organisational skills.
* Ability to work independently and collaboratively with the Norton Park team and stakeholders.
* Proficiency in using social media and digital tools for promotion and engagement.
* A proactive and creative approach to problem-solving.
* Commitment to promoting community well-being and engagement.
* Flexibility to work occasional evenings or weekends as required by events.

**Desirable:**

* Relevant qualification in event management, community development, or a related field.
* Experience in developing and managing partnerships.
* Familiarity with the local community and its needs.
* Experience in tenant engagement and support services.