

Job Description

Community Development Worker – Wester Hailes Community Trust

Job Title: Community Development Worker (Freelance)

Salary: £20 per hour, 14 hrs per week

Responsible to: Wester Hailes Community Trust (WHCT) Board

Working Pattern: to be agreed between WHCT and successful candidate

Contract: Fixed Term, 24 Months beginning September 2024

Job Description:

This is a new and exciting opportunity to support the growth of the Wester Hailes Community Trust (WHCT) and to oversee the delivery of the Wester Hailes Local Place Plan (WHLPP) - Scotland's inaugural local place plan.

The responsibilities of this position are split between the administration and capacity building of the Trust, and the oversight of WHLPP projects. The post is responsible for the everyday operations of the Trust, such as managing correspondences, tracking finances, and arranging board meetings, as well as the development of the Trust through an increase in membership, networking, presence in the community, and working with the members of the WHCT to understand and respond to the emerging needs of the Wester Hailes community. The key deliverable over the period of this contract is to work collaboratively with the Trust to oversee the continued implementation and management of the eight WHLPP projects funded by the National Lottery Community Fund. This will require a combination of independent project management and consistent collaboration with key LPP Stakeholders, the wider Wester Hailes community, the City of Edinburgh Council (CEC), and the Scottish Government.

This role is a part time freelance post with the opportunity for discussion to agree a working pattern that is viable to both the successful candidate and the Trust. The successful candidate to the post will be line managed by WHCT trustees and will receive support from the Trust's additional freelance community development worker.

This post is funded by the National Lottery Community Fund.

Main Responsibilities:

- Oversee the progress and delivery of the eight WHLPP projects funded by the National Lottery Community Fund
- Monitor the overall progress of the WHLPP, consistently communicating and working in collaboration with the Trust and key WHLPP stakeholders
- Actively seek out opportunities to aid the Trust and the delivery of the WHLPP, such as writing funding applications and liaising with the CEC and the Scottish Government

- Manage Trust project subgroups including the Wester Hailes Regeneration Group and monthly catch up meetings with the CEC
- Using a community development approach, build trust and relationships with the Trust's members while actively participating in the community to proactively identify potential members for the Trust
- Organise and facilitate meetings, events, and engagement processes, including regular Trust board meetings and the annual general meeting
- Facilitate capacity building for the board of the Trust, such as governance and trustee training and support for new or prospective Trustees
- Be the main point of contact for the WHCT with responsibility for responding to emails and taking calls on behalf of the Trust
- Manage WHCT's day to day finances on behalf of the Trustees using basic book-keeping processes (currently using excel)
- Supply the information for and coordinate the production of WHCT annual accounts on behalf of the Trustees working with an external accountant
- Be responsible for creating content for and regularly posting on WHCT social media channels including Twitter, Facebook, Instagram, and the Trust's website
- Provide regular reports on development and progress when required by the board, funding bodies, and partner agencies
- Undertake any other relevant duties as appropriate to the post and directed by the Trustees

Person Specification - Development Officer:

Essential:

- At least 2 years' experience in a community development role or similar setting
- An understanding of the key issues associated with local and city-wide community planning and development
- Experience with project delivery and management, with preference given to experience in place based and built environment projects
- Ability to undertake network development work
- Excellent verbal and written communication skills
- Experience of utilising a range of IT programmes
- Experience of creating content for and updating and maintaining social media
- Financial management skills, budgeting, basic book-keeping and coordinating the production of annual accounts
- Experience of organising meetings and minute-taking
- Strong interpersonal skills, including the ability to build trust and relationships across a range of voluntary sector and public sector stakeholders
- A motivated self-starter, confident in progressing detailed and complicated work
- Good presentation skills
- Ability to work under pressure to tight deadlines
- A commitment to tackling inequality, discrimination and exclusion of local people
- A commitment and experience of promoting the involvement of local people on issues that affect them

Personal:

- Flexible approach
- Motivated and committed
- Able to take initiative
- A style, which is supportive, nurturing and empowering of people
- Ability to work independently as well as part of a team
- Ability to work with different personalities to meet the needs of the service

Desired:

- Prior involvement in the Wester Hailes Community
- Knowledge of and experience with Local Place Plans

About Wester Hailes Community Trust:

The Wester Hailes Community Trust is a collaborative community organisation that has been established to support genuine community-led development in Wester Hailes. The Trust is led by and accountable to its local membership. Set up in 2016, the Trust has been working to a set of priorities decided by the community:

- To represent the breadth of Wester Hailes and its 7 neighbourhoods
- To encourage local involvement and engagement
- To ensure locals are at the core of decision making and development in Wester Hailes
- To be the centralized voice for the community and to facilitate conversations regarding community matters
- To make the community better together
- To work as a community to deliver the Wester Hailes Local Place Plan

In 2020 the Wester Hailes Community Trust commissioned Urban Pioneers and Dress for the Weather architects to create a Local Place Plan - a new kind of community led planning document introduced by the Scottish government in 2019 - for Wester Hailes. The final document is a comprehensive report proposing 36 projects for community improvement. These 36 projects address and reflect the community feedback gathered from extensive and inclusive community engagement with local residents and key stakeholders at events, workshops, and steering group sessions. The 36 projects work towards achieving a 20 minute neighbourhood and range from physical interventions to long term social strategies. The Wester Hailes Local Place Plan 2.0 was submitted to the City of Edinburgh Council in October of 2022. In May of 2023 the Wester Hailes Local Place Plan was registered by the City of Edinburgh Council, officially making it the first registered Local Place Plan in Scotland, with many communities following in our footsteps since.

Applicant Questions

The Person Specification lists the criteria for this post, including those that we feel are essential and those that are desirable. We ask you to demonstrate why you should be invited to an interview by detailing how you meet our criteria under the sections below. Refer to the Person Specification section for the criteria that you are commenting on under each of these sections.

Please don't simply state that you meet the requirements; you must demonstrate your compliance in your response. Work paid or voluntary is not the only means of showing that you meet the requirements of the post. Life experience and skills are just as valid, so long as you are able to demonstrate this.

Once completed, please return your answers along with a copy of your CV to info@westerhailesct.org.uk by the application deadline of July 29th, 2024, 9AM. Successful applicants will be invited for interviews commencing the week of August 5th, 2024.

- 1. Briefly outline your relevant skills and experience and demonstrate how these relate to the role of the WHCT Development Worker.**
- 2. Describe your understanding of community led development and how you would approach it as the WHCT Development Worker.**
- 3. How would you ensure this role has a commitment to tackling inequality, discrimination and exclusion?**
- 4. Why are you interested in applying for this position?**