



**Community Development Worker
Job Description and Person Specification**

Job Title	Community Development Worker
Responsible to	Senior Community Development Worker (SCDW) and Chief Executive
Hours per week	30 hrs *See note below
Location	Broomhouse Hub, Edinburgh, EH11 3RH
Salary	£28,000 FTE
Annual leave entitlement	25 days pro rata (plus 10 days public holidays) calculated pro rata from the date of your employment. The annual leave year runs from the 1 st of April to the 31 st of March each year
Pension	Eligible to join the auto-enrolment scheme. 5% contribution from BHT and 3% minimum salary contribution from employee

** Job share would be considered*

Purpose of the role

To provide activities in response to community-identified needs that address the impact of health inequalities, poverty and social isolation on those within our communities. To contribute to developing and delivering a programme of physical and mental health and wellbeing activities.

BHT activities are free and currently comprise adult and child cooking sessions, community meals, health and wellbeing workshops, a craft group, seated yoga, chair exercise, and a walking group. These activities focus on connecting people within our communities, reducing social isolation and contributing to greater health and wellbeing.

This role provides an excellent opportunity to develop activities that respond to local needs in conjunction with the views of our local community members. A key part of this role will be to develop genuine relationships within our communities and create opportunities for individuals to develop their knowledge and skills. By empowering them to take positive steps which will benefit their own health and wellbeing and that of the wider community.

Main tasks and responsibilities

1. Manage and deliver activities/services.

- Lead the recruitment of community members for seated exercise and seated yoga classes and management of any associated waiting lists. Act as the main contact for the sessional workers of both classes.
- On an ad hoc basis, support the Senior Community Development Worker with Community Meals.
- Lead the Walking Group programme alongside a regular team of volunteers.
- Facilitate the adult and child cooking sessions alongside a regular team of volunteers.

2. Contribute to developing activities/services as part of the staff team.

Work alongside the Bht team to develop and plan the annual programme of activities. This may involve input into the program's design and provision of support.

3. Build relationships within the local community and with relevant local statutory and non-statutory organisations and networks.

Build meaningful relationships with members of our local community, which will allow them to access our activities and contribute to the development of the organisation.

Work with the staff team to identify and plan outreach and partnership opportunities with various statutory and voluntary sector organisations.

4. Support our volunteering service.

Work alongside the SCDW to identify roles and volunteers and support volunteers who assist in running the activities.

5. Contribute to consultations relating to existing and new service development.

Work with the Bht staff team to organise community consultation events, capture feedback, determine local health needs, and identify opportunities for new work areas.

6. Gather and upkeep client data to meet the organisation's reporting needs.

Use a range of monitoring and evaluation tools, in line with GDPR requirements, to help BHT clearly demonstrate its impact and learning. Prepare and contribute to a range of written and verbal progress reports, including reports to funders and the board of BHT.

Work with the SCDW to ensure that client feedback is gathered during sessions and through specific evaluation sessions to capture evidence of impact and opportunities for development.

7. Marketing of organisational activities and services to the community.

Contribute ideas, create, and distribute marketing materials related to our activities and services within the local community. Marketing materials may be paper-based or digital, e.g., posted on social media platforms.

8. Additional Responsibilities:

Attend relevant external meetings, conferences, and training to continue personal development. Work as part of the staff team, attend team meetings, supervise, and participate in the annual appraisal system. Work in accordance with the organisation's policies and procedures, including equal opportunities, health and safety, confidentiality, and financial systems.

Bht may amend your duties occasionally and require the post holder to undertake other duties necessary to meet the project's needs.

9. Contract basis:

This post is permanent, subject to funding. The current funding runs until March 2024, and we await confirmation of the next two-year period.

Person Specification

Category	Skills/Attributes	Essential (E)/ Desirable (D)
Education and knowledge	<ul style="list-style-type: none"> • Understanding of the issues surrounding health inequalities • Knowledge and experience of using a community development approach • A good general level of education including numeracy and literacy attainment • Basic nutrition knowledge and food skills 	<ul style="list-style-type: none"> • E • D • E • D
Experience	<ul style="list-style-type: none"> • Previous experience of working or volunteering in a community-based organisation and/or the voluntary sector • Previous experience of working with and managing volunteers • Use of a range of social media to communicate to different audiences • Delivering and facilitating group events and workshops • Collecting and collating data, feedback and case studies • Experience of team-working and partnership working 	<ul style="list-style-type: none"> • E • D • E • D • E • E
Skills and Qualities	<ul style="list-style-type: none"> • Excellent communications skills • Computer literacy with familiarity of using Microsoft office and Zoom • Ability to set priorities and manage own workload 	<ul style="list-style-type: none"> • E • E • E
Personal Qualities/other	<ul style="list-style-type: none"> • Non-judgmental, inclusive and supportive • Think creatively and develop imaginative solutions to problems • Maintain appropriate professional boundaries 	<ul style="list-style-type: none"> • E • E • E