



**Active
Communities**



Community Development Worker



Hello.

Thank you for your interest in the role of Community Development Worker.

This pack will provide you with information about the role, the project and Active Communities in general. You can also find out more about us on our website.
www.activecommunities.co.uk

We are developing the work we do in Gallowhill, Paisley in partnership with Renfrewshire Council to action the information we have gathered from a 6-month needs assessment in the community and are looking to recruit an individual with experience and demonstratable capabilities of community development work/supporting diverse communities and with good knowledge of the social issues which can affect local communities'.

A proven track record of effective community development work is essential.

This post is a part-time role and offering up to 21 hours per week. We are flexible on hours and work pattern, however there will be a mix of day, evening and weekend work required.

To apply please complete our online application here
<https://forms.gle/8LUqVhytyPnKjkgT6> or via our website.

Feel free to contact at info@activecommunities.co.uk or WhatsApp 07479 721 155 if you need the application in another format or for any support with the application process.

The closing date is Friday 14th March 2025.

We look forward to hearing from you!

About Active Communities.

Active Communities changes lives through motivating and engaging programmes which we deliver using a supportive and friendly approach. We believe in the power of community, listening to community needs and working with local people to improve their health and wellbeing.

Our aims are to connect local people, improve health and wellbeing, reduce loneliness and isolation, tackle health inequalities and provide opportunities for people to reach their full potential.

Our Vision

Everyone in Renfrewshire can live healthier, fulfilling lives

Our Mission

To build healthy, supportive and vibrant communities.

Our Work

We provide a range of health and wellbeing groups and opportunities across Renfrewshire and in our Community Hub, Station Seven. Community Pantry, parenting programmes, after-school programmes, community meals, Jogging Buddies, a crochet group, social drop ins, break-exercise, Pilates, Mindfulness and gardening groups are just a snapshot of what we deliver.

We have welcomed the local charities tenants in Station Seven which has helped us develop our partnerships with these organisations and collectively build on our community reach.

To sustain our Active Community aims and ensure Station Seven as a facility continues its high standards, we have to focus on income generation through space hire, events and fundraising.

Although our hub is in Johnstone, we continue to ensure we have a presence throughout Renfrewshire communities and with local partners, influence how social issues are addressed within the area.



About our work in Gallowhill.

We are developing the work we do in Gallowhill in partnership with Renfrewshire Council to action the information we have gathered from a 6-month needs assessment in the community.

The approach will:

- Join up services and support available locally, informed by the community needs assessment
- Increase uptake of services and support for low-income families, focussed on targeting priority families
- Providing dedicated community development support to improve and expand community led activity and infrastructure in the area



The role of Active Communities in this project is to facilitate connections between families, especially those within child poverty priority groups, and services, ensuring they access the support they need and reduce systematic barriers to statutory services.

We will connect families within the community to each other by offering a range of programmes and activities to bring people together. We will develop strategies to reach families traditionally identified as hard to reach.

As a Renfrewshire Council funded project, the post holder will have regular liaison with Council officers.

Our Core Values.

We strive to make our values part of our daily life at Active Communities to reflect who we are and what we want to achieve in the local area.

We Champion

We listen and amplify the voices of communities, advocating for those who need us the most

We Care

We are inclusive and compassionate, valuing every individual, and treating all with dignity and respect

We Connect

We bring people together creating a sense of belonging and purpose

We Celebrate

We celebrate achievements big and small

We Challenge

We challenge indifference and prejudice at all levels

We are Courageous

We innovate, adapt, and learn from success and mistakes



Job Description.

Salary:	£27,000 Pro rata
Responsible to:	Programmes Development Manager
Hours:	Part time, up to 21 hours per week (We are flexible on hours and work pattern)
Contract	Fixed Term for 18 months
Based:	Gallowhill, Paisley Johnstone
Special Conditions:	Day, evening and weekend work required. We anticipate the postholder will be working one evening per week and one weekend day per month.

PVG for both adults and children required.

This post is funded by the Renfrewshire Council.

Job Summary

This is a key role as we develop our work in Gallowhill to engage and build meaningful connections and be an effective advocate for local people to ensure they receive the support and services they need.

The Community Development Worker will organise a range of events, activities and groups to galvanise the community to be more socially active and involved in local matters. They will work flexibly, responding to the needs of the community.

Main Duties and Responsibilities

Engagement and Connections in the Community

- Community Engagement - Actively reach out to families within the community to build trust and establish meaningful relationships
- Listening and Understanding - Establish means to understand the unique needs of local people and alongside Renfrewshire Council and partners drive forward innovative approaches with the community
- Connecting Families to Services - Facilitate connections between families and service providers ensuring they access the support they need (existing support or new), e.g. Advice, health care, education, housing, and social services. In particular those within child poverty priority groups and services
- Identify Service gaps and increase uptake - Identify gaps in available services and increase the uptake of services and support with a focus on targeting families with priority needs.

Job Description Cont'd

- Engage hard-to-reach groups - Develop ways to engage meaningfully with those traditionally hard to reach, such as people with English as a second language, people with poor health or disabled people.
- Delivery of events and activities - Plan and organise community-led social events, groups and activities that serve a wide range of the community to support community engagement and involvement. The type of events and activities include litter picking, fun days, and projects around food i.e. community meals etc. As well as forming groups such as a local Community Council.

Financial Responsibilities

- Project Expenditure - assist with setting and reporting on project expenditure and monitor project expenses.
- Financial Procedures - ensure financial procedures are complied.

Positive Working Relationships and Partnership Building

- Build strong and effective working relationships with colleagues working together on the project and the wider Active Communities team, while also having the confidence to work alone within the community.
- Support and effectively lead sessional workers and volunteers.
- Develop strong partnerships working with service providers, local charities, community groups, businesses and local authority.
- Work with existing and new service providers to ensure local people can connect with services they require

Ensure Quality, Compliance, Monitoring and Evaluation

- Impact Monitoring - Continuously monitor, document, and report on the project's impact.
- Regular Evaluations - Conduct regular evaluations using accessible methods within the community.
- Ensure compliance with all relevant policies and procedures.

This job description is intended to outline the post. It is not an exhaustive list, and it is recognised that jobs change and evolve. Postholders will be required to carry out any other duties to the equivalent level that are necessary to fulfil the purpose of the job, and to respond positively and flexibly to changing organisational needs.

Person Profile

Essential

Education

Demonstratable commitment to personal and professional development.

Skills, Knowledge and Ability

- Demonstratable skills of effective community development work and engagement.
- Successfully involved in community-led projects.
- Knowledge and good understanding of the local area.
- Design and lead community groups or activities.
- A good understanding of social issues affecting local communities i.e. food poverty, financial poverty, isolation.
- Confidence using digital technology.
- A good understanding and skills to monitor and evaluate impact.
- The capacity to collaborate with and motivate others both within and outwith the organisation.
- Commitment to learning, training and development.
- Knowledge and understanding of, and commitment to, equality of opportunity, anti-discriminatory practices and inclusion.

Attributes and Values

- Knowledge and understanding of, and commitment to, equality of opportunity, anti-discriminatory practices and inclusion
- Be able to effectively and sincerely speak to people, relate to them and form positive relationships.
- Be an effective communicator, written and verbally with a warm, professional, and friendly manner.
- Be enthusiastic, compassionate, and kind.
- Be able advocate for people and support their needs.
- Provide a positive participant experience.
- Be committed to working flexibly.

Desirable

Skills, Knowledge and Ability

- Successfully lead community-led projects.
- A good understanding of extended social issues like environment/climate, unemployment and skills gaps
- Work within a budget and some budgetary responsibilities
- Provide training and development to others
- A valid Driving Licence

What we offer you

- Excellent holiday entitlement (35 days pro rata including public holidays).
- Flexible working.
- Westfield Health plan - savings on dental, optical, physio etc.
- Discounted retail vouchers.
- Employee Assistance Programme.
- Free fitness and wellbeing classes for colleagues.
- Nest pension.
- Opportunity to make a difference and have influence in local communities.
- Opportunity to work with a well-respected charity which has a strong sense of values and commitment to the community.



We are committed to opportunities for all and welcome applications from all sections of the community and diverse groups.

**We will treat applications in line with our privacy notice which is available on request.
Thank you for your interest in Active Communities - we can't wait to hear from you!**

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