



**Community Development Worker
Job Description and Person Specification 2026**

Job Title	Community Development Worker
Responsible to	Chief Executive
Hours per week	28 hrs
Location	Broomhouse Hub, Edinburgh, EH11 3RH
Salary	£30,000 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. 7% contribution from BHT and 3% minimum salary contribution from the employee

Purpose of the role

This role exists to strengthen community health and wellbeing by co-creating inclusive, accessible activities that reduce health inequalities, poverty, and social isolation.

You will play a key role in shaping and delivering a responsive programme of community-led activities, empowering local people to build skills, confidence, and meaningful social connections.

Working at the heart of the community, you will ensure that services are informed by what matters most to the community and deliver a measurable, positive impact.

This is an exciting opportunity for someone passionate about community development who wants to influence how local services are designed and delivered.

As an integral member of a small, collaborative team, you will contribute to a positive team culture, share learning, and support colleagues to achieve shared goals.

Key Responsibilities

1. Programme Delivery and Coordination

Lead the delivery and coordination of community activities, ensuring they are inclusive, welcoming, and responsive to local needs.

Coordinate sessional workers and volunteers, including managing bookings and waiting lists.

Deliver group-based activities.

Support the delivery of community meals and wider engagement activities.

2. Programme Development and Innovation

Work collaboratively with colleagues and community members to design and develop the activity programme.

Identify emerging needs, gaps, and opportunities for new or improved services.

Pilot new approaches to increase engagement and improve outcomes.

3. Community Engagement and Partnerships

Build trusted and meaningful relationships with local residents.

Increase awareness and accessibility of activities, particularly among underrepresented groups.

Develop partnerships with local voluntary, community, and statutory organisations.

4. Volunteer Development

Support the recruitment, induction, and ongoing development of volunteers.

Create positive and inclusive volunteer experiences.

Identify opportunities for volunteers to build skills, confidence, and progression pathways.

5. Insight, Impact and Learning

Collect, analyse, and use data, feedback, and case studies to demonstrate impact.

Contribute to reports for funders, partners, and trustees.

Use learning and insight to continuously improve services.

6. Communications and Outreach

Promote activities through community networks, events, and digital platforms.

Contribute to the creation of engaging and accessible promotional materials, including social media.

7. General Responsibilities

Actively contribute to team meetings and organisational development.

Participate in training and continuous professional development.

Work in line with organisational policies, including safeguarding, equality and diversity, health and safety, and GDPR.

Undertake other duties appropriate to the role.

1. Contract basis:

This post is permanent, subject to funding. We currently have 12 months of funding, with a commitment to raise funds beyond this period.

Person Specification

Category	Skills/Attributes	Essential (E)/ Desirable (D)
Education and knowledge	<ul style="list-style-type: none"> • Understanding of health inequalities and their impact on individuals and communities • Knowledge and understanding of community development and community-led approaches • A good general level of education, including literacy and numeracy skills • Understanding of healthy eating, food access, and/or basic nutrition principles 	<ul style="list-style-type: none"> • E • E • E • D
Experience	<ul style="list-style-type: none"> • Working or volunteering in a community or voluntary sector setting • Facilitating groups, workshops, or community-based activities • Engaging with communities and using their feedback to inform service delivery • Supporting, coordinating, or working with volunteers 	<ul style="list-style-type: none"> • E • D • E • D • E

	<ul style="list-style-type: none"> • Partnership working with statutory, voluntary, or community organisations • Collecting, analysing, and using data, feedback, or case studies to demonstrate impact • Using social media or digital tools to communicate with different audiences 	<ul style="list-style-type: none"> • E • E
Skills and Qualities	<ul style="list-style-type: none"> • Excellent communication and interpersonal skills, with the ability to build trust with diverse communities • Ability to work collaboratively as part of a team and contribute positively to team culture • Ability to work independently, prioritise tasks, and manage own workload effectively • Confident using digital tools, including Microsoft Office and social media platforms such as Facebook and Instagram 	<ul style="list-style-type: none"> • E • E • E • E
Personal Qualities/other	<ul style="list-style-type: none"> • Non-judgemental, inclusive, empathetic, and supportive approach • Creative, flexible, and solution-focused, with the ability to adapt activities to meet community needs • Strong team player who contributes actively to shared goals, collaboration, and positive team culture • Commitment to community-led working, equality, diversity, and inclusion • Ability to maintain appropriate professional boundaries 	<ul style="list-style-type: none"> • E • E • E