

Job Description



Please note this job description is intended as a general guide. It may be reviewed according to future requirement and business needs.

Job title:	Community Development Worker (Health & Wellbeing) (Fixed Term 2-year contract initially)
Responsible to:	Assistant Centre Manager (Health & Wellbeing)
Hours:	Full time 37.5 hours per week which may include occasional evenings and weekends (may consider part time – min of 30 hours/week)
Working Pattern:	Flexible
Holidays:	25 days' annual leave plus statutory bank holidays
Salary:	£18,000 pa (or pro-rata if part time)

Overview

4SLC Trust is the lead body for the Stocksbridge & Upper Don Partnership which has a contract to deliver local Community Development support for the area. Included in this is the 'Community Wellbeing Programme' which is aimed at engaging individuals in managing their own wellbeing, as well as the wellbeing of their family, friends, neighbours and wider community.

Purpose of the role

To act as the lead worker and named point of contact for local community groups in helping development health and wellbeing support and advice by;

- Working to forge positive links with other organisations to provide greater connectivity between groups in delivery of services across the community.
- Work as part of an integrated team; that involves the recruitment, retention and support of volunteers, and co-designing activity.
- Support delivery of a programme of health and lifestyle initiatives within community settings.
- Support local people to access existing services and health initiatives.
- Identify barriers to local people accessing local health services & gaps in provision.

SPECIFIC DUTIES AND RESPONSIBILITIES

Community Development & Activities

- To provide capacity building support to community groups and promote co-operation and collaboration between existing groups to help maximise potential and use of resources.
- Develop and / or build strong and positive relationships with existing community organisations and key stakeholders to help develop health and well-being interventions and support.
- To ensure local people are able to participate in the co-production of activities.
- To assist Community Health Champions with setting up new activities.
- To keep local people and other groups aware of what is happening in relation to local and citywide activities.

- To identify suitable funding opportunities and assist in funding applications to obtain grant support for community services in the area.
- To support specialist groups to develop greater connectivity and referral pathways with local GP Practices, including co-facilitation of activity when required
- To support regular mainstream activity groups to focus on local health and wellbeing needs and connect them with partners e.g. Age UK Sheffield, Alzheimer's Society.

Volunteers

- Increase number of volunteers from within the area through publicity, advocacy and training.
- Identify suitable volunteer placement opportunities and develop a co-ordinated approach to signposting
- Maintain a data base of volunteer opportunities and monitor overall volunteer numbers in the area. Co-ordinate joint community fayres aimed at highlighting local community services.
- To recruit and match Community Health Champions with suitable volunteering opportunities within local community.
- To monitor and review volunteer placements to ensure Community Health Champions receive sufficient support and achieve their goals.
- To maintain good practice policies & procedures in volunteer management.

Work with Others

- To become point of contact for community development activity within the PKW Community Partnership.
- To proactively identify, develop and maintain relationships with local VCS groups, TARAs, GP Practices (including private sector) who can engage with health and wellbeing activities.
- To offer support, guidance and signposting opportunities to local frontline workers around health and wellbeing awareness
- Ability to communicate and present information clearly to a variety of audiences
- To be culturally aware and have regard for Equality and Diversity.

Team Working

- To work with the Social Prescribing Link Worker and Community Support Worker, to signpost people newly referred to a choice of suitable sources of help.
- To take part in regular team meetings to discuss performance and other related issues
- Have knowledge and understanding of all local groups and willingness to work across groups to provide support when required.
- Attend/chair local delivery group meetings to promote collaborative working and identify gaps in provision.
- Attend local community meetings to respond to identified needs.

Self-Management & Development

- Ability to work with minimal supervision within appropriate guidelines.
- Ability to make decisions to progress own work within appropriate guidelines
- Ability to manage own workload to ensure maximum performance through planning and organizing
- To participate in supervisions and appraisal process.
- Undergo continuous personal development as is required.
- Ability to communicate and present information clearly to a variety of audiences.

Monitoring, Report and Evaluation

- Assist in compiling reports as and when required for monitoring & reporting purposes.
- To complete an annual survey to understand if communities needs and project outcomes are being met and to inform development of the health and wellbeing concept
- Provide regular, effective feedback to relevant Managers in respect of progress towards service targets.

Compliance

- To adhere to company policies and procedures
- To ensure company records and information are kept confidential at all times and stored securely
- To have regard for resources and use responsibly

General

- Alert Managers to any issues of concern including work issues, complaints or concerns regarding individuals
- Any other duties as requested by Managers.

PERSON SPECIFICATION

Post Title: Community Development Worker: Dementia Friendly Communities project

Minimum Essential Specification	Method of Assessment		
	Application	Interview	Exercise
Skills/Knowledge			
Understanding of the importance and principles of community involvement in development and partnership working.	•	•	
Ability to promote volunteering and development of	•	•	
Knowledge of the health, social care, housing and voluntary, community or faith (VCF) sectors.	•	•	
Understanding of the barriers people face to improving their health and knowledge of the causes of health inequalities.	•	•	•
Knowledge and commitment to current Health and Safety and Equality and Diversity legislation.	•	•	
Effective Time Management skills.	•	•	
Experience/Qualifications/Training			
Experience of working in community development; including proven ability to work with individuals, groups and other agencies, including local authorities.	•	•	•
Experience of working with and developing volunteers in a community setting.	•	•	•
Experience of developing volunteering in a community setting.	•	•	•
Experience of working with socially excluded people or championing issues affecting socially excluded people.	•	•	•
Ability to communicate effectively both verbally and in writing, with a range of individuals and groups	•	•	
Ability to review and monitor activity and record outcomes and learning	•	•	
Effective administrative & IT skills	•	•	
5 or more GCSEs (or equivalent) Grade A-C or above, including English and Maths.	•	•	
Desirable			
Full UK Driving Licence	•	•	
Own transport	•	•	