



Community Development Worker

Job Description and Person Specification

The Community Development Worker is responsible to the organisation's Projects Manager. This is a part-time (18-hour per week) post, equivalent to band G on West Lothian Council's pay band.

Job Purpose

The Community Development Worker is part of the organisation's service delivery team at The Dale Hub project and works closely with the Projects Manager to ensure the delivery of consistent, high quality programmes for the local community, through the use of community development practices and partnership working.

Key Tasks

1. Work closely with the Projects Manager and colleagues, to programme development activities within the facility(s).
2. Support colleagues in the delivery of agreed activities, within the above programme.
3. Engage with members of the local community and users of the project, towards achieving the project's outcomes.
4. Lead appropriate activities and group sessions, towards achieving the project's outcomes.
5. Contribute to the review and implementation of strategy/policy as required.
6. Operate required systems to enable the delivery of consistent, quality provision.
7. Contribute to the setting and meeting of outcomes, through effective service delivery and the application of good practice.
8. Prepare an annual, individual work plan, in conjunction with the Projects Manager, which is in-line with the organisation's strategic outcomes.
9. Contribute to the preparation of reports and performance information for the Projects Manager as required.
10. Liaise with partner agencies, to devise and deliver activities to further the organisation's mission.
11. Contribute to the effective marketing of the organisation and its services.
12. Share learning within the project and across the organisation.
13. Any other activities reasonable to achieve the organisation's aims.

Skills and Competences required for the post

Essential

1. Degree or post graduate qualification, in Community Learning & Development, Childhood Practice, Education or another relevant field. If qualification result is pending, a conditional offer may be considered.
2. An innovative thinker.
3. Community engagement experience with the skills to motivate the community to get involved.
4. Experience of supporting and working with volunteers.
5. Experience of devising/delivering programmes with adults and families.
6. An understanding of the issues affecting communities at a local and national level.
7. Knowledge and understanding of community development competences and practice.
8. An understanding of current play theories and practice.
9. Knowledge of outcomes based reporting.
10. Strong interpersonal skills with an ability to build and maintain relationships based on trust and respect, communicate with and relate to people of all levels.
11. Be a good listener, treat people with empathy, be non-judgemental and manage conflict.
12. Confidence, adaptability and resilience with an ability to respond flexibly to the needs of local people.
13. A team player.
14. An understanding and commitment to the principles of diversity and equality.
15. ICT skills and competency in Microsoft Office.
16. The flexibility to work irregular hours when required.

Desirable

1. Post qualifying experience.
2. Experience of working with children and delivering early years projects.
3. Experience of developmental playwork.
4. Specialist knowledge of an area like arts, music, outdoor education, 1st Aid, etc.
5. A driving licence and use of car.

Supervision

The post holder will be employed by Family and Community Development West Lothian and line-managed by its Projects Manager.

Appointment subject to PVG membership, satisfactory references and 6-month probationary period.