

	<h1>Community Development Worker (Big Local Oldham)</h1>	Job Description
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Grade: NJC scale point 19-22 (April 20/21 scales (£25,481 - £27,041) pro rata)	Term of Contract: One year
Hours: 18 hours per week	Line Manager: Programmes Manager
Main contacts: Local residents, volunteers and staff from local VCFSE groups and organisations, officers from public sector partner agencies, Elected Members, all Action Together teams.	Responsible for: Volunteers supporting the programme.

<p>Purpose of the post:</p> <ul style="list-style-type: none"> • To develop and deliver community engagement with residents and local partners across the 3 Big Local Community Areas of Clarksfield, Greenacres and Littlemoor in Oldham • To develop and deliver asset-based community development across Clarksfield, Greenacres and Littlemoor in line with the Big Local Oldham Priorities - People, New Opportunities, Environment, Wellbeing and Economy • To work with local people, residents, VCFSE groups and partners to develop community ideas and solutions to locally identified priorities • To work alongside and take direction from resident representatives from the Big Local Oldham Board on the priorities for community engagement and community development work • To work collaboratively with all stakeholders in identified communities to create effective relationships and share skills, learning, and insight
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<p>Specific requirements of this role</p> <ul style="list-style-type: none"> • Undertake community engagement work with residents of the 3 Big Local Oldham areas, encouraging all to be involved (focusing on community members who have not yet been engaged in Big Local), and respecting differences of age, gender, culture, sexuality, physical and mental health, beliefs and any other potential matters of discrimination • Whilst the role will be line managed by Action Together, the work will be undertaken across all 3 Big Local areas either remotely or at a variety of bases as appropriate and as permitted under Covid-19 restrictions • Undertake community development work to support local people to develop their ideas into activities, events and projects and support them to become sustainable • Ensure there is a visible Big Local Oldham presence, engagement of community members and completion of all administration to support the work on a neighbourhood level • To be an advocate for Big Local Oldham’s values, plans and priorities and help residents to be aware of Big Local and how they can get more involved. • Networking, to include, residents, local organisations and businesses. • Recruit and support volunteers to lead on community activities and events

- To work collaboratively with and, if appropriate, lead other neighbourhood workers on relevant engagement projects.
- To manage the publicity and other communications relating to Big Local Oldham activities and events
- To meet regularly with resident board members to share insight from the engagement work (including project ideas) and for the resident board members to be actively involved in directing the community engagement work
- To record, monitor and evaluate the impact of your work and provide written updates and reports
- To contribute to partnership meetings as required for this role
- To support groups and residents who have received investment from Big Local Oldham to get their ideas up and running

Other duties and requirements as a member of the Action Together team

- To work to Action Together's values and contribute to the charitable objects of Action Together
- To work as a member of the Action Together team, and to contribute to the development of policy and good practice within Action Together
- To increase the membership of Action Together and promote our charitable objects
- Where necessary, to undertake standalone projects that further the aims of Action Together and its membership
- To keep abreast of relevant developments and/or best practice in relation to Action Together's work and the local operating environment
- To work to combat all forms of discrimination, and to ensure that the principles of equal opportunities and social justice are implemented in all work undertaken on behalf of Action Together. To promote this to other organisations we work with and to help combat discrimination, disadvantage and poverty in Oldham, Rochdale and Tameside
- To carry out the above duties, and any other duties commensurate with the responsibilities of the post which may reasonably be required, in a manner which actively supports and promotes Action Together's aims and policies
- To be responsible for your own health and safety and that of colleagues, in accordance with the Health & Safety at Work Act and relevant EC Directives, including reporting any health and safety hazard immediately that it becomes apparent
- To work in accordance with the Data Protection Act, GDPR and to ensure all data protection problems are reported to the Director of Finance and Operations