



Job Description	Community Development Worker
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Salary: £29,777- £33,945 Grade NJC Grade 6 SP 19 to SO1 SP25	Line Manager: Operations Manager
Hours: 36	Period of contract: 12 months Fixed Term
Location: Oldham Locality	Main stakeholders: Local people, Voluntary Community Faith and Social Enterprise (VCFSE) organisations and public agencies in the locality of Oldham

<p>Purpose of the post:</p> <ul style="list-style-type: none"> • To work as a key part of the Action Together team to lead, develop and deliver place-based approaches. • To maximise opportunities to create positive social change, promote social justice and harness social benefit in a place. • To strengthen the voluntary, community, faith, and social enterprise sector to respond to local need and make them more robust. • To engage local stakeholders to identify challenges and opportunities and develop collaborative solutions that improve the lives of residents. • To identify, develop, and support thematic work that reaches across the borough to support equality.

<p>The main things you will be asked to do in this role:</p> <ul style="list-style-type: none"> • To empower local people and communities to identify what matters to them and turn ideas into action. • To develop deep insight into the neighbourhoods you work in, building extensive knowledge of the strengths and assets of the people and the area. • To use organisational development tools and techniques to support VCFSE groups to develop and strengthen, such as: <ul style="list-style-type: none"> ○ Supporting groups to establish and help them identify the right structures for them (i.e constituted group, CIC, CIO etc) ○ Using our organisational health check tool to produce an action plan of support for developing a group or organisation.

- Funding searches and support to apply for funding.
- Support with policies and procedures, and to complete the [Quality in Action Award](#)
- Support with basic bookkeeping and business planning.
- Support to develop monitoring, evaluation and demonstrating impact.
- To promote the Action Together funding available to support community activities and support groups to identify and apply for other local and national funding pots.
- To facilitate neighbourhood networks, events and forums that offer a space for building relationships, listening, learning and taking action.
- Capture, report and share insight and learning to amplify the voices of local people and the people that VCFSE organisations work with.
- To represent Action Together and the VCFSE sector at neighbourhood meetings, championing the work of the sector and the ability of communities to develop their own solutions.
- To deliver training in partnership with colleagues across Action Together's three localities
- To record, monitor and evaluate your work to evidence the difference made through asset-based approaches (e.g. using our Civi CRM database, and our online directory, etc).
- Strive to address barriers to Action Together's offer making it accessible to all communities of place identity and experience.

Our charitable purpose and values

The Action Together team is vital in achieving the charity's purpose: to maximise opportunities to create positive social change, promote social justice and harness social benefit; and to strengthen the voluntary, community, faith, and social enterprise sector.

Action Together's values underpin all our activities. They are ways of working that we will always strive for, and we want to be held accountable to them. Our values should resonate with the perception and reality of working with, and for, us as an organisation.

Our values are to:

Believe it's possible – vision and ideas matter. We have confidence in the power of people and communities, and we strive to release their potential to create the widest possible benefits whilst promoting social justice.

Strengthen others – we work in ways that strengthen people, places, and partnerships. We achieve this by working collaboratively, sharing skills, and developing relationships between people, groups and agencies.

Be true – we are brave enough to share constructive insight in order to make progress. Our unique insight comes from our connections with, and amplification of, the diverse range of voices of people and groups that we work with.

Person Specification	Community Development Worker
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The ideal candidate for this role will be someone who...

- Is passionate about tackling inequality and striving for social justice.

- Has experience of building trusting relationships with people and organisations.
- Is an experienced facilitator and comfortable in working through differences.
- Is solution focussed and knows how to turn ideas into action.
- Has worked in (or significant experience of working with) the VCFSE sector, particularly small community and volunteer-led groups.
- Understands community development and working in a way that promotes inclusion.
- Is interested in what makes organisations develop and thrive.
- Can confidently represent and advocate for the VCFSE sector.

The recruitment process (application, interview, and any other activities) are your opportunity to demonstrate the following skills (able to), experience (experience of), and knowledge (knowledge of):

Essential – These are things which are necessary for you to be considered for this role:

- Experience of working with people and groups to identify their strengths, plan and take action.
- Experience of organising and facilitating meetings, events, and training.
- Experience of working with VCFSE organisations to develop, including support around governance, policies, funding business planning, etc.
- Experience of representing your organisation professionally at partnership meetings.
- Experience of keeping accurate records and using systems to support this e.g., database/meeting minutes/action plans etc.
- Experience of using tools that record the difference you have made e.g., outcomes monitoring, casework, impact stories, reports etc.
- Knowledge of the principles of asset-based working within communities.
- Working knowledge of current safeguarding practice and processes and how to spot, report and follow up safeguarding concerns.
- Working knowledge of data protection practice, and the importance of this.
- Can work with others to turn ideas into action.
- Can produce high quality reports and present these in an accessible way to a wide range of audiences.
- Strong organisation and time management.
- Ability to form good working relationships with people from a wide range of social, cultural and ethnic backgrounds to enable you to achieve your goals.
- Ability to challenge appropriately where necessary.
- Ability to work to tight deadlines and competing priorities.
- Ability to reflect on own approach, take feedback and seek to develop own way of working.
- Ability to travel around Oldham to carry out their work.

Desirable – These are things which we would actively be looking for in a perfect candidate. You should still apply even if you do not check every item on this list:

- Coaching or training qualifications.
- Professional qualification in a community development or a voluntary sector related field.
- Experience of delivering training Asset Based approach (es) i.e., asset mapping, Appreciative Inquiry, Motivational Interviewing, Participatory Budgeting, etc, etc

Personal qualities – These are things which we ask for from everybody who works as part of the Action Together team:

- Be committed to our values.
- Work and collaborate effectively as part of the wider team.
- Seek opportunities to develop yourself and others.
- Be committed to social justice and equity.

Working with Action Together

As a member of the Action Together team you will also benefit from:

- Flexible working opportunities
- Membership of SimplyHealth
- Ongoing professional development
- Cycle and tech loan schemes

For more information on the work that we do please visit www.actiontogether.org.uk

SUPPORTER

