



JOB TITLE: Community Development Worker (Kings Barton)

DEPARTMENT: Community & Wellbeing

POST NUMBER: TBC

GRADE: TBC

ACCOUNTABLE TO: TBC

LOCATION: TBC

POST OBJECTIVES:

1. To develop a sense of community within the development, bringing together residents from all sectors of the community.
2. To build strong relationships, liaising and working in partnership with statutory and voluntary organisations, housing providers and the developer, to co-ordinate efforts and ensure best use of resources.
3. To ascertain and help deliver what the community needs and wants, advocating for the needs of local people.
4. To build the capacity of community groups to take ownership of, and responsibility for, their own issues.
5. To ensure all new residents are aware of services and activities and know how to access them.
6. To facilitate integration between phases and with existing communities.

SPECIFIC TASKS:

1. Be a first point of contact for residents when they move into the neighbourhood.
2. Work with residents to establish events, activities, groups, initiatives and projects that meet an identified need, ensuring they are sustainable and monitored effectively.



3. Identify, develop and promote opportunities for residents to meet together.
4. Provide opportunities for residents to get involved in their community and influence decisions that affect their quality of life.
5. Undertake research to identify trends, issues and opportunities, ensuring that the views of harder to reach groups are represented.
6. Signpost residents to the relevant statutory and voluntary organisations when issues arise.
7. Use a wide range of communication methods to effectively engage residents and stake holders and to promote good news and success.
8. Carry out other duties as may be required from time to time by the line manager.

Health and Safety

Every employee while at work has a duty to take reasonable care of their own health and safety and that of other persons who may be affected by his/her acts or omissions at work - Health and Safety at Work Act 1974.

Equality

Winchester City Council bases its employment practices on the concept of equal opportunity. As an equal opportunity employer the Council opposes all forms of discrimination or unfair treatment on the grounds of gender, marital status, race, colour, nationality, national origin, ethnic origin, religious belief, sexual orientation, disability or age. No employee or job applicant will be disadvantaged by any condition or requirement which cannot be shown to be justifiable.

Safeguarding

Winchester City Council has a responsibility to safeguard and promote the welfare of children and vulnerable adults. The post holder will undertake the appropriate level of training and is responsible for ensuring that they understand and work within the safeguarding policies of the organisation.

Signed.....

Dated.....





PERSON SPECIFICATION

JOB TITLE **Community Development
Worker (Kings Barton)**

POST NUMBER: **TBC**

DEPARTMENT: **TBC**

DATE:

Requirements		Weighting	Assessment Method
Skills	Able to communicate a message to a variety of audiences	3	App/Int
	Effective written and verbal communication and presentational skills	3	App/Int/Ref
	Able to work to deadlines against other competing priorities	3	App/Int/Ref
	Able to analyse and interpret information	2	App/Int
	Able to use word processing, spreadsheet and database applications	2	App
Experience	Experience of working in community development	3	App/Int
	Experience of working with partners from across a wide range of organisations from the private, public and voluntary sectors	3	App/Int
	Experience of developing, implementing and monitoring of budget and project action plans.	2	App/Int
Personal Qualities	Able to work on own initiative and as team member	3	App/Int/Ref
	Able to build close working relationships with, and meet the needs of, internal and external customers	3	App/Int/Ref
Specific Job Requirements	Understanding of community development issues in new neighbourhoods	3	Int
	Willing to work outside normal working hours (evenings and weekends)	3	App/Ref
	Understanding of the process & structure of local government and social housing providers	2	Int
	Own transport available for business use	1	App
Qualifications	Educated to degree standard or equivalent combination of education and 2 years' experience	3	App
	Evidence of personal commitment to continuous development	1	App

Weighting

3 – Essential for the successful performance of the job

2 – Desirable but can be achieved through on the job training or experience

1 – Useful but not essential for successful performance of the job



Assessment

*Application Form
References*

*A
R*

*Interview
Presentation*

*I
P*

*Tests
Evidence of Qualifications*

*T
Q*

DRAFT

