**Slade Green Big Local**

**Slade Green Big Local Community Development Worker**

**Hours: 2.5 days a week equating to 17.5 hours.**

**Salary: 15,250 per annum + 6% Pension (including 6 month probation)**

**Reporting to: Slade Green Big Local Coordinator to report on a day to day level and for line management but reporting to the Slade Green Big Local Partnership at agreed partnership meetings**

**Length of contract: 21 months**

**Employed by: Howbury Friends**

**To apply contact:** Mel Hudson at the Slade Green Big Local on 07538300768 or sladegreenbiglocal@outlook.com or Howburyfriends@btinternet.com

**Deadline for applications: Friday 9th February at 5.30pm**

**Purpose**

Slade Green Big Local is in the second wave of areas to receive £1 million from the Big Lottery via the Local Trust to improve the area so residents feel it is a better place to live. We are now moving into years 5 and 6 of a minimum 10year Big local project and we are looking to employ a Community Development worker who will engage residents and foster community spirit. The key aims of the job will be to:

* Helping develop the community-The engagement and outreach of local residents to involve them is Slade Green Big Local.
* To address the sustainability of the project going forward, potential for joined up working with other providers and any match funding / commissioning opportunities throughout the duration of the project and potentially after the 6month project
* To undertake engagement and development of volunteers with the Slade Green Big Local partnership and sub groups, volunteers, events and meetings.
* To help partnership achieve their vision and inspire change.

**Role**

1. To work in partnership with and promote good relationships between the local residents, businesses, Council, social landlords, partner agencies and other groups. To take an active role in community engagement
2. To help build up the sub groups
3. Develop and extend the range of contacts and act as a link between community groups and residents in Slade Green. You will use your interpersonal skills to communicate effectively with people of all ages and at all levels and have the ability to engage all sectors of the community through group activities, outreach work, information sessions and one to one engagement.
4. Identify sections of the community, who may be under represented, to become more meaningfully involved in issues, initiatives and projects affecting the local community.
5. Research needs of the areas and put programmes/projects in place to meet these needs.
6. To carry out fundraising and applying for grants
7. Commission work from providers of community programmes and activities, set up service level agreements and monitor contract delivery
8. To attend, participate and assist with the planning and running of both internal and external meetings and events, as required, in connection with the work of Slade Green Big Local. To particularly take on identified action points from the 4 sub-groups.
9. You will be an effective team player and be able to work on your own initiative, contributing to discussions and ensuring that agreed actions are implemented.
10. To promote and publicise all relevant activities, events and projects to help raise the profile of the work of Slade Green Big Local, partner agencies and local groups. This will involve the drafting articles for local newsletters, leaflets, posters, press releases and other material and will require you to have good presentation and ICT Skills.
11. To support the development and delivery of community projects and initiatives which address local needs and promote engagement and ownership of local people.
12. To undertake any other tasks that relate to the delivery of the Slade Green Big Local Plan.
13. To be a role model for the apprentices and the local community.

**Person Specification**

Slade Green Big Local will look at the following criteria as a basis for shortlisting and selection. Please ensure you address these areas in your application:

1. Experience of knowledge of community development including a range of community engagement techniques

2. Ability to arrange and administer meetings and organise events for the local community, groups and organisations

3. Ability to develop new initiatives or projects

4. Ability to promote positive relationships with the community and a range of partners.

5. Excellent communication, written and oral, including the ability to relate to local residents, businesses and a range of partners including the partnership members.

6. Knowledge of local community agendas and relevant legislation.

7. Ability and experience in planning, monitoring and evaluating projects and activities.

8. Ability and experience of how to research needs

11. Experience (paid or voluntary) of working in or with communities, residents and voluntary organisations

12. Local knowledge of the Slade Green Big Local area would be desirable

1. Ability to work on his/her own initiative to be able set and meet targets and deadlines and willing to undertake outreach engagement across the community.
2. Good IT skills, including word processing, email, internet and spreadsheets
3. Ability to undertake some evening and weekend work and flexibility in hours
4. Ability to undertake necessary and agreed travel in delivering the work agreed
5. To undertake training where necessary.
6. To be approachable and a good listener