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| **Job Description** |

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| **Job Title:** | Neighbourhood Development Worker |
| **Salary:** | £28,998 p.a (FTE) |
| **Hours of work:** | 37 hours per weekSome evening and weekend work may be necessary to fulfil the duties of this post. |
| **Responsible to:** | Volunteering and Group Support Manager |
| **Responsible for:** | Nil staff |
| **Job Purpose:*** To empower local people, voluntary and community groups to identify and stimulate community responses to local issues, with a particular emphasis on nurturing and supporting initiatives, projects and community organisations, which encourage the active participation of local people to find solutions to local issues.
* To provide support to voluntary and community groups around capacity building, funding and governance in support of the development and delivery of the Neighbourhood Strategy.
* To identify training needs within the sector and facilitate the coordination of VAR’s training offer.
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| Main Duties and Responsibilities:1. To provide help and assistance to community groups and individuals who want to set up/maintain community groups, working in local neighbourhoods and offering advice on appropriate structures of organisation and assessing organisational development needs.
2. To assist groups to identify problems and issues which may be resolved by community action and support them in such initiatives.
3. To help the Neighbourhood Co-ordinators (RMBC) and community groups/communities to engage in the implementation of action plans for the area, including supporting VCS input into the development and delivery of the local Ward plans.
4. To identify opportunities for promotion of the online directory **GISMO** and to work with groups to ensure that any actions are identified and progressed to enable an online presence.
5. To encourage equal opportunity principles and to monitor equal opportunity practice in community and voluntary groups, aiming to increase the involvement of people who are under-represented.
6. To work closely with the Neighbourhood Co-ordinators on issues and priorities, particularly addressing the needs within the local area action plans.
7. To ensure that all relevant groups are able to contribute to discussions and action developments in the area.
8. To assist groups in identifying and securing appropriate funding for further community initiatives.
9. To contribute to ongoing evaluation of the work and provide such monitoring information and reports as requested.
10. To maintain effective liaison with appropriate agencies, statutory and voluntary, and establish other links to best serve and support the community.
11. To work in a multi-disciplinary way with other agencies in supporting the community to identify and address issues of disadvantage and social exclusion
12. To identify and undertake continual personal and professional development including contributing to the development of others.
13. To undertake any roles or tasks that are consistent with the level of the post and fall within the scope of the role thereby ensuring that the overall business and operational priorities of the project are delivered in a timely and effective manner.
14. To use feedback from VAR’s annual survey and consult and engage with local groups to identify training needs or gaps within the sector.
15. To engage organisations, trainers/ training providers and coordinate the training offer for the sector, liaising with comms re: the marketing of courses and information sessions. Responsible for the administration of bookings and post course evaluations.

**Whilst every effort has been made to outline all the main duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Also the post holder may, from time to time, be asked to undertake other reasonable duties commensurate with the grading of the post.** |
| **In addition** to undertaking the duties as outlined above, the post holder will be expected to fully adhere to the following: **1. Equality** Act in accordance with the organisation’s Equality Policy, which is designed to prevent discrimination of any kind, and ensure equality of opportunity is a key principle that is continually embraced.**2. Operational** Ensure that all duties are carried out in line with the organisation’s health and safety, operational, performance management, personnel, data protection, and financial regulations policies and procedures.**3. Corporate Image** Adopt a professional image at all times. Adhere to and understand working practices as part of a quality assured organisation.**4. Confidentiality**Maintain absolute confidentiality with regard to the organisation’s information and procedures, in particular following guidelines set for Information Governance and General Data Protection Regulations. |