



Community Works

OUTLINE JOB DESCRIPTION

POST TITLE	Community Project Worker post	1 x 16 hours per week (Term Time Only) Temporary Maternity Cover Mon – Thurs (within the times of 9-2.45pm)
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PRIME OBJECTIVES OF THE POST:

To contribute to the success of the organisation:

Communityworks has established a wealth of provision that meets the needs of the local community. The Community Project Workers will build on that work and specifically develop more support for adults and families with children. Communityworks plans to support the local community through the following aims:

1. Building social cohesion through bringing together individuals and changing communities. Seeking to understand each other and celebrating our differences, leading to a thriving neighbourhood.
2. To equip people with skills, knowledge, confidence and resilience to enable them to meet their needs and discover new solutions.
3. Work together with children, young people, adults and older people to encourage routes to improve life chances.
4. To be a community resource that promotes good health and well-being.

SUPERVISION AND GUIDANCE:

Post holders will receive close supervision and guidance within the guidelines and policies of Communityworks and line managed by the Communityworks Manager.

Post holders will be expected to attend supervision sessions, team meetings and any appropriate training arranged on their behalf.

RANGE OF DUTIES:

1. In consultation with the management team, to undertake outreach within the area to reach people, who may not have previously accessed services, activities or events at Communityworks. Particularly focusing on asylum seekers, refugees, new communities, people without work and those that are new to the area.
2. To use their skills and experience in the following ways:
 - By working alongside people to build confidence where needed.
 - Delivering job clubs, basic computer classes and basic ESOL provision.
 - Delivering outdoor activities and environmental initiatives.
 - Supporting initiatives to enhance physical activity and wellbeing.
 - Offering people new experiences that inspire.
 - Helping people to become more resilient and to thrive from day to day.
 - By working alongside parents to enable them to access our nursery and support their attendance.

- Helping people to adjust to welfare reform particularly universal credit.
 - Supporting people experiencing food poverty, linking them with our intercepted food initiatives.
 - Making referrals to the Children's Centre where appropriate.
- 3 Develop, maintain and support, individually or in conjunction with others, a wide range of services to meet the needs of local people. Provide information for local people about Communityworks and respond effectively to their needs.
 - 4 Follow procedures laid down by Communityworks for reporting any allegations concerning the safeguarding of children or vulnerable adults.
 - 5 Undertake joint work and liaise closely with other members of the team, and outside agencies where appropriate.
 - 6 Effectively communicate the identity of Communityworks Community Project and assist with the transition to a partnership with another provider delivering Children's Centre services within our centre.
 - 7 In partnership with our team ensure that local people maximise the opportunities available and support an early intervention approach, particularly with their health and well-being.
 - 8 Maintain accurate and up to date records, evaluations and prepare reports as required.
 - 9 Maintain confidentiality of information.

General

The post holder will share responsibility with other staff for maintaining a high quality of delivery on all Communityworks activities.

There may be additional tasks not listed above that arise which the Board of Directors and the Communityworks Manager will deem the responsibility of the post holder.

In general the post holder will need to be flexible, adaptable and able to respond to situations as they arise.

The post holder will be expected to work within the values, aims and ethos of Communityworks and in accordance with the policies and procedures of the organisation.

Pay and conditions

Salary : Spinal Point 5 to 7 £19,562 to £20,342 pro rata
(16 hrs TTO: £6,880 - £7,155 actual)

Holidays : Term time only staff have 4 weeks (pro rata) paid holiday which must be taken in school holidays.
Full time staff have 5 weeks (pro rata) We can be somewhat flexible in school holidays if this helps.
Bank Holidays are apportioned on a pro rata basis.

This post is subject to a probationary period of 6 months.

Rehabilitation of Offenders Act 1974

Because of the nature of the work, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 (exceptions) Order 1975. Applicants for the post are not entitled to withhold information about convictions which for other purposes are 'spent' under the provisions of the Act. In the event of employment any failure to disclose such convictions may result in disciplinary action or dismissal. Any information given will be completely confidential and will be considered only in relation to an application for a position to which the order applies.