



# Community Development Worker – Job Description

## Job Details

<b>Job Title:</b>	Community Development Worker
<b>Hours of Work:</b>	17.5 hours per week
<b>Contract:</b>	1 role till March 2024 2 roles till March 2023 then 1 month rolling contract
<b>Responsible to:</b>	Business Transformation Manager
<b>Responsible for:</b>	Volunteers and trainees
<b>Location:</b>	The Tannahill Centre, 76 Blackstoun Road, Ferguslie Park, Paisley, PA3 1NT

The Tannahill Centre is a community facility located at the heart of Ferguslie Park. As well as providing spaces for the local community to meet, the Tannahill Centre acts as a Community Anchor Organisation supporting other smaller organisations and informal groups make a difference in their community. As the Community Development Worker you will be responsible for supporting local people come together to tackle inequalities within their community.

## Main purpose

The Community Development Worker will work with new and established groups in empowering ways, supporting them to design, develop and deliver activities that tackle poverty and inequality, reduce isolation and loneliness and build the capacity of local people to lead the regeneration of their community.

## Main duties and responsibilities

### Community Development

1. Engage and support groups of local people in activities that improve their communities.
2. Coordinate, develop and deliver a programme of capacity building opportunities for Tannahill Centre user groups, working with partners and other key stakeholders as appropriate.

## **Develop key relationships and effective partnerships**

3. Develop and maintain relationships across a range of community groups, organisations and agencies operating in Ferguslie Park that can ultimately help resource the work of the Tannahill Centre and its user groups.
4. Facilitate and foster a strong relationship between Tannahill Centre user groups and the Tannahill Centre.
5. Champion the work of the Tannahill Centre user groups both internally and externally to our key stakeholders

## **Business development**

6. Develop and implement a monitoring framework that collects information that will demonstrate the impact the Tannahill Centre and its user groups have on individuals and the wider community.
7. Produce case studies in partnership with Tannahill Centre user groups in order to promote and celebrate their work, and to inspire others to take action to tackle inequalities.
8. Contribute to the development of an exit strategy for the project, ensuring Tannahill Centre user groups will be sustained beyond the funding period.

## **Health and safety**

9. Have regard for your own Health and Safety and that of all using the premises and groups. Attending Health and Safety Training and refresher training as required.

## **Miscellaneous duties**

10. Undertake any other reasonable tasks required by the Business Transformation Manager or other such authorised person to allow the efficient running of the project without changing the general character of the level of responsibility entailed.



# Community Development Worker – Person Specification

	<b>Essential</b>	<b>Desirable</b>
<b>Knowledge</b>	A qualification or significant experience in community work, social work or social enterprise. Knowledge of working in empowering ways.	Up-to-date local knowledge that can be put to use in supporting Tannahill Centre user groups.
<b>Relevant work or other experience</b>	Experience of developing relationships with key partners, services and organisations. Experience of working alongside communities to develop and deliver activities.	Experience of raising funds from trusts, foundations and statutory sources.
<b>Particular skills and abilities</b>	An ability to develop relationships of trust and communicate with people on a one-to-one basis and in groups. Strong networking and negotiation skills. Word, excel or any other relevant computer experience.	
<b>Personal qualities</b>	Self-motivated and having a 'can-do' attitude. Committed about learning and development for self and others. Flexible and positive approach and desire to work with people in a non-judgemental and person centred way.	Interest in the local community and other activities carried out by the Tannahill Centre and its beneficiaries.
<b>Additional job requirements</b>	Acceptable PVG check. Available to work flexible hours including weekends and	

	<p>evenings with reasonable notice.</p> <p>Be able to attend appropriate training as required</p>	
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