

Asset Based Community Development Worker



Job title : Asset Based Community Development worker (ABCD)

Working Hours : 30 hours









Salary : NJC 23 £27,741.00 (pro- rata) £22,492.70

Reports to: CEO

Job Summary (Description of main purpose of job):

To promote and identify Recovery services cross East Sussex. Attend network and partnership meetings as required to promote ESRA and other recovery services. Ensure that information regarding other recovery services and activities is up to date and shared with the wider community. Identify appropriate funding opportunities for the ABCD Fund, and manage applications

Key Tasks:

-  Review, research and manage funding bids for the ABCD Fund
-  Represent and promote ESRA at events, networking opportunities, conferences, visiting groups and the like
-  Undertake regular communications via the ESRA website , ensuring the website is kept updated at all times as directed by the management team
-  Monitor and evaluate progress against targets and reach
-  Provide detailed quarterly reports on activities, successes and match against KPIs to CEO
-  Undertake appropriate local marketing – after consultation with the CEO
-  Gather and collate service users' feedback for the on-going improvement of ESRA's services and communicate with CEO/ Hub Managers regarding possible opportunities or threats
-  Promote equality and diversity

Essential Criteria:

- Experience of building successful partnerships strong and productive working relationships at all levels
- Have a sound knowledge of Asset Based Community Development approach working
- Experience of or the proven ability to support volunteers and clients
- At least one-year experience working with alcohol and drug users
- Experience of facilitating service users/ clients' forums
- To have experience of evaluating projects and producing evaluating tools
- Must be mobile to travel across the County
- Be a good communicator at all levels and in a range of formats
- Excellent organisational, administrative and IT skills including social media and website work
- Able to work on own initiative.
- To be able to produce quarterly reports

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Desirable criteria:

- Knowledge and understanding of treatment and recovery services for substance misuse
- Understanding of how to support individuals to achieve sustained recovery, develop self-esteem, confidence and resilience

Qualifications: this post is subject to disclosure and barring service (DBS) check at an enhance level