

Community Development Worker Broomgrove

Job description – January 2024

Responsible to:	Director of HVA
Location:	Jackson Hall, Portland Place, Hastings, TN34 1QN
Hours:	16 hours week (note: A full time working week at HVA is 37 hours)
Salary:	Starting at NJC new scale point 23 (currently £32,076 for a full time role)
Duration:	12 month contract
Holidays:	27 days plus bank holidays (pro rata)
Pensions:	HVA will match up to 7% of salary in a NEST pension scheme.

OVERALL PURPOSE OF JOB

The purpose of this role is to support Oasis Community Project in taking on the running of Broomgrove Community Centre and delivery of community focused activities, fundraising, and community engagement with residents not currently using the centre.

Oasis has recently taken responsibility for the running of the centre and aims to develop the centre as a hub for activities that will benefit local residents.

The role will be based at Broomgrove Community Centre and is funded by the UK Shared Prosperity fund.

Main Tasks

Community Engagement

- Help to plan, deliver and evaluate community engagement activity to encourage use of the centre by local residents
- Develop an understanding of partner activity and delivery on Broomgrove estate and surrounding areas
- Identify and encourage potential trustees, members of and volunteers for Oasis Community Project
- Support effective joint working across statutory, voluntary and community sector services, organisations and groups
- Liaise with community members directly and support inclusive activities to engage residents in community initiatives.
- Identify and participate in network meetings relevant to community development.

Community Centre Operation

- Promote and develop Broomgrove Community Centre a local hub for all

- Support community groups and other providers to develop opportunities within this space as appropriate
- Carry out day to day tasks which support the running of the centre.

Promotion and Publicity

- Ensure effective and coherent communications with residents through various social media platforms, the Oasis website, use of the community centre noticeboard, engaging in face to face contact with residents and leafleting as appropriate.

Funding bids

- Identify suitable potential funders of community centre activities and support.
- Collect, manage and make available data to both support funding bids and monitoring of centre activity.
- Support the creation of funding applications.

Other:

- The varied nature of the role requires flexibility to undertake other appropriate and relevant duties as they occur.
- Carry out responsibilities and duties within the framework of HVA's policies, including HVA's Equal Opportunities and HVA's Health and Safety Policy.
- Carry out risk assessments of proposed activities.
- Undertake any other duties as required which are in line with the post.

EQUAL OPPORTUNITIES

HVA is working towards equality and has policies relating to the equality of opportunity in employment and service delivery. All staff are expected to comply with these policies.

HEALTH AND SAFETY

All staff have responsibility to maintain the health and safety of themselves and others within the performance of their duties in accordance with HVA health and safety policies and to undertake specific health and safety responsibilities as necessary.

Person Specification

Essential skills and abilities

- Excellent written communication skills including report writing
- Able to manage a budget and plan activities within the budget
- Strong organisational and workload management skills
- Excellent Microsoft Office skills
- Attention to detail
- Ability to immerse self in a community, build relationships and work closely with people to identify needs
- The ability to create and market a needs-based and inspiring programme of activities for families, building on existing services
- Able to inspire, motivate and encourage communities to engage in a range of community development activities
- Good time management and self-organisation skills.

Essential personal qualities:

- Approachable and able to work with a range of residents and professionals
- Positive and enthusiastic approach
- A commitment to community involvement and support
- Sensitive and able to listen effectively
- Personal commitment to implementing good anti-discriminatory practice
- Understanding of and personal commitment to community empowerment
- Ability to influence a broad range of community members.

Essential Experience

- Experience of working with communities and working independently
- Experience of writing risk assessments and ensuring activities are well managed
- Experience of co-production and community consultation with communities

Circumstances:

- Undergo enhanced DBS checks as required.