

Assistant Community Development Worker Men's Health and Wellbeing

Job Description (January 2024)



- Employed by:** Hastings Voluntary Action
- Responsible to:** Project Manager Mr Hastings and St Leonards
- Base:** Jackson Hall, Portland Place, Hastings, TN34 1QN
- Salary:** £23,114 pro rata (NJC Scale 2 Point 4)
- Hours:** 22.5 per week (days/times to be confirmed)
- Duration:** Fixed term until June 2025
- Holidays:** 27 days a year plus bank holidays pro rata
- Pensions:** HVA will match up to 7% of salary in a NEST pension scheme

For more information, or an informal chat about the role, contact:

Teresa Flower (Project Manager)

Tel: 07513 827784 or Email: teresa@hastingsvoluntaryaction.org.uk

Closing Date: Sunday 25th February 2024

Please return completed application form to:
teresa@hastingsvoluntaryaction.org.uk



*Mr Hastings and St Leonards is funded by East Sussex County Council,
hosted by Hastings Voluntary Action, and led by Local Men.*



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Purpose of the Role

Mr Hastings and St Leonards has been funded for three years, from June 2022, by East Sussex County Council. It is hosted by Hastings Voluntary Action and led by local men.

The project's long-term vision is that men living in Hastings and St Leonards are living happier, healthier, and longer lives. They are at the heart of decision making about their lives and thrive in strong, supportive, and well-connected communities, where they can fulfil their potential.

This is a new role which sits within the innovative Mr Hastings and St Leonards Project Team.

This post will:

- Be based in the Hastings Voluntary Action (HVA) offices at Jackson Hall in Hastings but will be required to travel across Hastings and St Leonards on a regular basis.
- Receive Line Management support from the Project Manager.
- Work closely, on a day-to-day basis, with the Project's Community Development Worker, and core group of local men, who are leading the projects development and delivery and exploring options around sustainability.

The Assistant Community Development Worker will be engaging with men, and the wider community, in Hastings and St Leonards through an Asset Based Community Development (ABCD) approach as highlighted in the main tasks below.

With the relevant support and training, the post holder will be allocated specific tasks aligned with the Mr Hastings and St Leonards Delivery Plan and will be encouraged to recognise, and build on, their own skills and experience.

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Main Tasks

Community Engagement and Communication

- Support the team in the design, delivery, and administration of engagement activities.
- Support the development, and implementation, of good practice across Mr Hastings and St Leonards initiatives.
- Make connections and build relationships within the community.
- Support the development and delivery of online engagement/digital inclusion opportunities.

Collaborative Working

- Work in collaboration with local men and wider stakeholders.
- Encourage, and engage in, conversations around men's health and wellbeing across Hastings and St Leonards.
- Build and maintain strong working relationships with local men, community groups, voluntary organisations and services that support men across Hastings and St Leonards.

Learning and Development

- Support the collection of 'evidence of impact' alongside the project team and learning/evaluation partners Apteligen.
- Support men from Mr Hastings and St Leonards to access local learning and development opportunities.
- Participate fully in training/learning opportunities in the workplace and within the local community.

Other

- The varied nature of the role requires flexibility to undertake other appropriate and relevant duties as they occur.
- Attend training/development programmes and staff meetings/briefings.
- Work collaboratively as part of HVA's staff team towards the aims and objectives of the organisation.
- Carry out responsibilities and duties within the framework of HVA's policies, including HVA's Equal Opportunities and HVA's Health and Safety Policy.
- Be an Ambassador/Champion for Mr Hastings and Leonards and Hastings Voluntary Action.
- Undertake any other duties as required which are in line with the post.

EQUAL OPPORTUNITIES: HVA is an equal opportunities employer 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.

DBS: The successful candidate will be required to undergo enhanced DBS checks.

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This job description will be reviewed from time to time, or as necessary, and may be amended to meet the changing needs of the organisation or project.

Person Specification

	Essential	Desirable
Skills and Abilities:	<p>Excellent communication skills with the ability to engage with local men.</p> <p>Ability to build relationships within the community (men and wider stakeholders), engage in conversations, make connections, and support collaborative actions.</p> <p>Able to work as part of a team, ask questions or seek support from colleagues.</p> <p>Good time management, attention to detail and self-organisation skills.</p> <p>Able to act as an Ambassador/Champion for Mr Hastings and Leonards and Hastings Voluntary Action (HVA).</p> <p>Able to use Microsoft Office and social media platforms.</p>	<p>Able to inspire, motivate and encourage others.</p> <p>Able to support new local men’s initiatives to recognise, and uphold, good practice.</p>
Knowledge and Experience:	<p>Understanding of the issues that impact on mens health and wellbeing in Hastings and St Leonards.</p> <p>Have lived experience, worked, or volunteered locally with men in the community, or around mens health and wellbeing issues.</p> <p>Willing to develop understanding of confidentiality, safeguarding and equality and diversity within a community setting</p>	<p>Recognition of local community assets/strengths and the challenges communities face in Hastings and St Leonards.</p>
Personal Qualities	<p>Trustworthy and willing to take on responsibility.</p>	<p>Ability to remain positive, enthusiastic, and creative within challenging situations.</p>

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Opportunities and benefits

This new post will sit within the experienced Mr Hastings and St Leonards Community Development Team based within Hastings Voluntary Action.

Induction, and ongoing support, will include a wide range of foundation training opportunities (online and in person), workplace learning, shadowing of HVA team members and 1: 1 support.

Over the year a range of developmental opportunities (including external training) will be identified to support day-to-day work activities and longer-term aspirations.

The Candidate

An ideal candidate would be a person keen to work with men within the community in Hastings and St Leonards.

They would be committed to building on their lived experience, volunteering, or work experience within the community with local men.

They would have a specific interest in increasing their knowledge and skills around an Asset Based Community Development (ABCD) approach as outlined in the main task included above.

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