**KNOWLE WEST MEDIA CENTRE**

**Job Description**

**Job Details**

**Job Title:** Community Development Worker – Knowle West Alliance

**Hours:** 22.5 hours a week. Some evening and weekend work will be required depending on the needs of the programme

**Salary:** £26,000. Pro rata for 22.5 hours per week this equates to £15,600 per annum

**Location:** Knowle West Media Centre and hot desking at other organisations within the community

**Access:** There is wheelchair access at Knowle West Media Centre

**Main Purpose of Job**

Knowle West Alliance is a newly formed partnership of organisations and residents in Knowle West. We are joining together and sharing our resources to take positive action to benefit the area.

The Community Development Worker will continue to work with residents to develop active resident’s groups, forums and/or other mechanisms that connect and inform Knowle West Alliance strands of work. A key part of the role is ensuring that there is strong resident voice, influence and participation in the structure and workstreams of the Knowle West Alliance.

The Community Development Worker works directly alongside residents, to strengthen community confidence, build on existing resident involvement and increase connections and opportunities for interaction, participation and social action.

The Community Development Worker plays a key role in creating the conditions for positive change which the Alliance plans to make.

**Managed by:**

Working alongside the Alliance Steering group and partners the Community Development Worker is employed by Knowle West Media Centre and line managed by The Park.

**Main Tasks and Responsibilities**

* Make connections and build conversations with local residents across the estate, using a variety of methods, including door knocking, street outreach, visiting groups, events, local gathering places, social media and the community website
* Build on existing asset mapping and other creative techniques to enable residents to identify the community assets and resources, such as skills, knowledge, time, community website, buildings, organisations, culture, amenities, enthusiasm, which will help bring about the changes they want to see.
* Develop good relationships and knowledge of the community, and link residents with opportunities and current community activities.
* Talk to residents about their skills and aspirations or interests. Enable them to connect with each other, and/or with existing opportunities and activities and support the development of new groups or informal initiatives.
* Work alongside residents to continue the successful small grants programme that supports residents’ ideas for local improvements and activities.
* Contribute to building a positive reputation and story about Knowle West and building confidence in residents and in the community.
* Ensure this community development work complements other local community development work and build good collaborative relationships with the local authority, NHS, community and voluntary organisations, local businesses and others.
* Support a shared understanding of the barriers to participation and inclusion so that everyone is welcomed and contributing as equals. Take positive action to address inequality.
* Contribute to the monitoring and evaluation the Alliances work
* **Key Result Areas**
* New contacts: – build meaningful relationships with local residents
* Able to demonstrate a range of engagement processes
* To produce four or more resident stories quarterly
* To develop a strong resident voice via groups, forums and/or other mechanisms, for residents to connect effectively with the Alliance
* To maintain and develop the small grants group
* To support local residents to share their skills/or gain new skills.
* **Communications and Working Relationships**

This role requires the post holder to work with a wide range of stakeholders, from external commercial organisations, colleagues delivering other services within KWMC, and local communities. An integral part of the job role is to ensure that good communication is maintained throughout the work delivered.

**Commitment to KWMC’s Values**

KWMC’s core values are:

* Integrity: treating others with honesty, consistency and respect, and being prepared to be held accountable for your actions
* Imagination: not being afraid to do or think differently, and being willing to explore new perspectives and creative ways of doing things
* Collaboration: working with others to achieve a shared goal, valuing the contribution and expertise that each individual brings
* Equity: recognising that in order for everyone to have an equal opportunity to succeed, some people may need additional support – then doing what you can to make this happen
* Resilience: staying faithful to your mission and values but having the flexibility to adapt to change

**Commitment to Health & Safety, Confidentiality, Data Protection and Equal Opportunities**

**Health and Safety/Security**

It is the duty of every employee to work in such a way so that accidents to themselves and to others are avoided, and to co-operate in maintaining their place of work in a tidy and safe condition, thereby minimising risk.

**Confidentiality**

In the course of every employee’s duties, they may have access to confidential material about members of staff, volunteers or KWMP business. On no account must information relating to identifiable people or organisations be divulged to anyone other than authorised persons. If in any doubt whatsoever as to the authority of a person or body asking for information of this nature, the employee must seek advice from their manager. Failure to observe these rules will be regarded by your employers as serious or gross misconduct, which could result in disciplinary action being taken against you.

**Equal Opportunities**

Knowle West Media Centre is committed to equality of opportunity in the workplace.

This job description is subject to review and amendment in response to the changing needs of the project.

**June 2019**

**Person Specification:** Community Development Worker – Knowle West Alliance

**Knowledge, Skills and Experience Required**

**Essential:**

Experience of working in a community development role

Knowledge and understanding of asset based community development values and principles

Knowledge and understanding of the issues affecting disadvantaged communities and their causes

Able to confidently initiate new connections in informal and formal settings with excellent listening skills

Able to demonstrate knowledge and/or experience of equalities and diversity issues including a clear understanding of the barrier to participation and inclusion, and evidence of addressing this in practice

Calm, non-judgemental and tactful, with an ability to respect everyone’s opinions

Able to work independently, initiate and direct own work

Have excellent organisational skills with the ability to prioritise and organise conflicting work tasks within specific timescales

Experience of producing reports and monitoring information for a variety of audiences, including funders.

Have a working knowledge of Microsoft office applications or equivalent and willing to learn new applications and technology including using websites and social media as a tool for engagement

Able to communicate effectively to a wide range of people using plain English, face to face, in writing and using a range of social media

Able to work in a complex environment, managing relationships and co-ordinating work with residents and a range of organisations

Experience of creatively using facilitation skills in community groups and meetings

Willingness to work flexibly, including evenings and weekends as required

**General:**

The postholder will be required to have a current DBS check