**Community Development Worker – 16 months Fixed Term Contract**

##### RESPONSIBLE TO: Senior Projects Manager

The Community Development Worker will work closely with a wide range of partners to support local people in addressing the population needs across the boroughs of Guildford and Waverley, with particular attention given to the Park Barn, Westborough and Stoke areas of Guildford.

You will help to develop the capacity of the targeted communities to support themselves and access public and voluntary sector services more effectively.

We are seeking an enthusiastic and creative individual to help us to better understand why some services have more successful outcomes locally than others and how these can be made more accessible to all by identifying and developing suitable locations from which to deliver community development activities.

We welcome your creativity and innovative ideas within this role, recognising that many potential engagement approaches should be explored.

The work you do will enable you to gain local intelligence to share with health partners to better understand local population need and will encourage residents to take the lead in local community initiatives.

With support from Voluntary Action South West Surrey’s (VASWS) Volunteer Centre, you will have the opportunity to recruit volunteers to help you with both the roll out and development of the project.

As well as working in Guildford, you will also be required to identify gaps in provision in other areas across the Guildford & Waverley Boroughs, working alongside other local organisations in both supporting the community and raising awareness.

Any intelligence gained will then enable local health and care services to make meaningful and responsive changes to service delivery to meet the needs of the community they serve.

To be successful in this role you will need to have experience of working within the community and have a good knowledge of local services. You will need to have experience of establishing and maintaining strong frontline professional networks across sectors to support effective multi-agency working. Experience of working with volunteers would be advantageous, but not essential. You will be organised, able to work independently and manage your time well. You will need to be a confident IT user and have sound communication skills, both verbal and written.

In addition, you will:

* Participate in the VASWS Staff and Volunteer Team, with regards to all matters that require a team approach; e.g. strategic planning and office procedures; and maintain a helpful and supportive approach to staff, volunteers and trustees
* Have a good knowledge of the other work and projects carried out by VASWS to enable effective working and make sure team members are kept aware of your work.
* Contribute to and comply with VASWS policies and procedures, paying particular attention to issues of equal opportunities.
* Undertake any relevant training to meet developing requirements and to maintain necessary skills and knowledge to carry out the duties as specified.
* Report on outputs and outcomes as required and keep accurate records to support this.
* Carry out other tasks relevant to the post as required.

**CONDITIONS OF SERVICE**

**SALARY: £26,600**

**HOURS: 35 Hours per week, but job share considered**

**ANNUAL LEAVE: 25 days per annum, plus the period between Christmas and New Year, plus all public holidays. This will be pro rata for part-time working**

**PENSION: 6% Management Contribution**

**LOCATION: Your place of work is at our office in Guildford or other agreed locations within the Guildford and Waverley area. Travel throughout Guildford and Waverley will be required**

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|  | PERSON SPECIFICATION | **Essential /****Desirable** |
| 1 | A good knowledge of local services | **D** |
| 2 | Experience of community development | **D** |
| 3 | Sound communication skills – verbal and written | **E** |
| 4 | Experience of working with volunteers  | **D** |
| 5 | Well organised with the ability to manage working time efficiently | **E** |
| 6 | Ability to use social media channels effectively | **E** |
| 7 | Proven experience of planning, prioritising, carrying out and recording work with minimal supervision  | **E** |
| 8 | Experience of working using IT packages: Word, Outlook, Excel and PowerPoint | **E** |
| 9 | Ability to work effectively in partnership with others | **E** |
| 10 | Ability to take a flexible, facilitative and creative approach | **E** |