



## **Community Development Worker (15 hours)**

**Salary** £32,307 (pro rata), £13,097 (actual)

**Hours** 15 hours. We expect these to be worked over 2 - 3 days, to be agreed with the successful candidate. Including occasional evenings and weekends.

27 days holiday, plus public holidays, pro rata

**Period of contract:** Permanent, subject to funding

**Employer:** Oblong Ltd

**Responsible to:** Oblong peer management team and Board of Trustees

**Responsible for:** taking a lead role in delivery of the Thriving Together project, alongside the day to day management and expansion of Woodhouse Community Centre projects and activities.

**Based at:** Woodhouse Community Centre, 197 Woodhouse Street, Leeds, LS6 2NY

### **WHAT MAKES US WHO WE ARE:**

Oblong is a Community Resource Centre based in Woodhouse, Leeds. We run voluntary projects that aim to build people's confidence and help them to achieve positive changes within their community. Oblong prides itself on being user led and strongly embedded in the local community.

Our charitable aims and objectives are:

- to develop the capacity and skills of people living in socially and economically disadvantaged areas in such a way that they are better able to identify, and help meet, their needs and to create active, flourishing communities; and
- to run a community centre, primarily for the benefit of people living in the Woodhouse, Little London, and Hyde Park areas.

Oblong operates a flat management structure, with staff peer managing each other. We are committed to collective working, which means that staff operate on an equal footing in informing decision-making on operational and strategic matters.

We aim to make Woodhouse Community Centre an accessible, sustainable and thriving community hub that provides a wide range of learning, recreational, cultural, social and health activities.

## **JOB DESCRIPTION**

### **What a Community Development Worker does**

Our Community Development Worker will manage and deliver the Lottery funded, ThrivingTogether project until October 2024 with a potential to extend the project beyond this.

#### **Purpose**

To develop and deliver the Thriving Together Project, maintaining high quality experiences that meet the needs of the local community. This project will seek to develop an empowered, united, and healthy community in our locality, focusing on thriving and not just surviving. This project will support and empower local community volunteer leads, through skills, knowledge and asset development, to develop and run activities for the wider community

#### **Description**

- Manage projects as agreed. Coordinate, deliver, and provide monitoring information for the project in line with targets
- To work with the local community and community networks to meet the needs of the community of Woodhouse, Little London and Hyde Park.
- Provide development and empowerment opportunities to local community members which improve their mental and physical wellbeing
- To work within and deliver this project in keeping with the principles of Community Development (promoting human rights, social justice, equality, inclusion, and respect for diversity).

The principles which underpin its practice are:

**Self-determination** - people and communities have the right to make their own choices and decisions.

**Empowerment** - people should be able to control and use their own assets and means to influence.

**Collective action** - coming together in groups or organisations strengthens peoples' voices.

**Working and learning together** - collaboration and sharing experiences is vital to good community activity.

### **Responsibilities:**

- Delivery of the project to a high standard and in line with the Thriving Together Proposal plan and supporting documents.
- The recruitment, training and retention of project participants (volunteer leads and participants from the local communities).
- Oversee, and support the plans of volunteer leads, and their relationships with those they come into contact with, including project participants, staff, stakeholders and users of Woodhouse Community Centre.
- Support of volunteer leads, to help develop their community engagement activities, and develop and deliver training to enable them to reach their full potential.
- Developing documentation and processes to carry out the monitoring and evaluation requirements of the Thriving Together project, in line with the project plan
- To support residents to lead on community projects and the development and delivery of new groups, services, or activities, to meet local needs, or improve services in the community
- To create meaningful and long lasting connections with residents of the local community
- To support the Bi-monthly Residents & Volunteers Community Forum.
- To work in collaboration with the existing Community Development Worker to deliver the outcomes of the ThrivingTogether Project.
- To be consistent in inducting and supporting the Volunteers to manage and record participants attending groups.
- To collate and upload statistics for monitoring and reporting purposes.
- Creating accurate and managing promotional material in line with group start dates, via leaflet drops, social media and the oblong website.
- Attending regular planning meetings with co-worker and supervision meetings with volunteers.

### **Peer Management Responsibilities:**

- Provide accurate, timely and transparent reports to the staff team and board of trustees
- Participate actively in the strategic planning process of Oblong

- Take shared responsibility for peer management of other staff
- To promote diversity and equality of opportunity in all Oblongs work and practices.
- Promote and uphold Oblong’s values and collective decision making
- To build a staff culture where everyone is valued and equipped to do their job.
- To build an organisational culture of participation and democracy
- To review and progress the overall performance of Oblong
- Provide centre staffing cover, room bookings, cleanliness and set up. Deal with incoming enquiries and bookings (Including reception/admin duties. And general upkeep of the building when on cover.
- Represent Oblong at external events as appropriate
- Undertake any other responsibilities commensurate with the role

## PERSON SPECIFICATION

Requirement	Essential	Desirable
<b>Experience</b>		
Experience of recruiting, training, and supporting volunteers	✓	
Experience of working within a flat organisational structure, peer management system, and/or collective decision making		✓
Experience of working collaboratively with people from diverse backgrounds including people with mental health difficulties or from other vulnerable groups	✓	
Experience of project management	✓	
Experience of building and sustaining partnerships with local and relevant organisations	✓	
Experience of developing policies and procedures working in line with best practice and strategic outcomes		✓

Ability to take the initiative - identify, prioritise and plan projects independently	✓	
Ability to contribute to strategic target-setting and development planning	✓	
<b>Knowledge, Skills and Abilities</b>		
Ability to motivate, empower, & support volunteers, and develop strategies to help them achieve their goals	✓	
Ability to monitor and report on projects and deliver to deadlines	✓	
ICT skills ability to use databases, social media and content management systems	✓	
Commitment to challenging discriminatory and inappropriate behavior	✓	
Ability to organise and facilitate meetings	✓	
Awareness of the social and economic issues faced by community centres		✓
Good understanding of the needs of Oblong's local communities	✓	
Google suite knowledge and database inputting experience		✓
Social media, Canva design suite knowledge		✓

<b>Personal Qualities</b>		
A good people person with excellent communication skills	✓	
Proven passion for social change in the local community	✓	
Ability to support and work as a team with colleagues and the other Community Development Worker on the ThrivingTogether Project	✓	

Integrity to committed goals and planned work	✓	
Accountability for work performed	✓	
Being able to forward plan and manage budgets.	✓	
Keeping a professional relationship with Volunteers, Trustees and partners	✓	
Ability to cope under pressured environments and to make volunteers and services feel calm and welcome.	✓	