



## **JOB DESCRIPTION & PERSON SPECIFICATION**

<b>Job title:</b>	Community Development Worker – Greenisland
<b>Reports to:</b>	Coordinator of Carrickfergus Community Forum
<b>Location:</b>	The post holder will be based in Carrickfergus Community Forum office 31 Lancasterian Street, Carrickfergus, BT387AB
<b>Period of Appointment:</b>	The Community Development Worker post is a fixed term contract up to 31 March 2025. The post is funded by the Northern Ireland Housing Executive Small Pockets of Deprivation Fund. At this time there is no extension for the post beyond this date.

### **Key Purpose**

To enhance the programmes and activities for local residents in Greenisland.

### **Roles & Responsibilities**

#### **1. Developmental Role**

- To improve opportunities for local residents.
- To develop use of local community facilities.
- To organise and on occasions facilitate social and educational programmes for relevant groups and those who are socially excluded.
- To work in partnership with local agencies to help develop local Community infrastructure.
- To work in partnership with local agencies to ensure residents have access to the best possible services.
- To promote and encourage greater community involvement.
- To promote and encourage volunteering and increase the volunteer base within the local area.
- Build positive relationships.

## 2. Liaison Role

- Liaise and work in co-operation with all relevant statutory and voluntary agencies to ensure maximum benefits for the local community.
- Create avenues to encourage consultation and engage with residents on a regular basis.

## 3. Training Role

- To identify the training needs of local residents and provide appropriate training programmes either directly or by utilising the resources of other training organisations.

## 4. Finance/Sourcing Funding Opportunities

- To secure funding for community resources, activities and other projects.
- To assist in producing financial claims and monitoring/progress reports to funders.
- Oversee the financial management of the project to format specified by Coordinator.

## 5. Public Relations/Publicity

- To ensure that publicity is organised as appropriate throughout the lifetime of the project.

## 6. Administrative Role

- To provide through the Coordinator regular written progress reports for the Directors and Funders.
- To attend Inter-Agency meetings.
- To attend other relevant meetings.

## 7. Additional

- Carry out any other duties that the Coordinator may deem necessary from time to time.

### **Time commitment:**

This post is 20 hours per week Monday to Friday. Given the nature of Community Development work and volunteers working within various communities the Community Development Worker will be expected to work outside these hours from time to time. Time off in lieu will be available for such hours worked.

### **Salary:**

£12,480.00

**COMMUNITY DEVELOPMENT WORKER**

**PERSON SPECIFICATION**

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>EDUCATION AND WORK EXPERIENCE</b>	<p>Recognised 3<sup>rd</sup> level qualification in a relevant discipline <b>OR</b> a minimum of 3 years paid or unpaid work experience in Community Development related work.</p> <p>Understanding voluntary/ statutory organisations</p> <p>Knowledge of the Greenisland area in Carrickfergus Mid and East Antrim Council area</p> <p>Experience in planning implementing and developing programmes with various groups and individuals</p>	<p>Experience in recruiting and motivating volunteers</p>
<b>SPECIAL APTITUDES</b>	<p>Experience in applying for funding.</p> <p>Able to demonstrate a particular knowledge and understanding of working in marginalized communities</p> <p>Leadership qualities /negotiation skills</p>	<p>Knowledge of specific Community funding bodies</p>
<b>IT SKILLS</b>	<p>Proven experience using Microsoft Office</p> <p>Competent using Word, Excel, email and internet</p> <p>Knowledge of how to provide written reports to funding bodies</p>	
<b>COMMUNICATION SKILLS</b>	<p>Can motivate/encourage others individually and in a group.</p> <p>Working well in a team</p> <p>Can use own initiative</p> <p>Proven ability to work with minimal supervision</p> <p>Satisfactory writing/verbal skills</p> <p>Evidence of organising ability</p>	
<b>OTHER</b>	<p>Can work to flexible arrangements as appropriate</p> <p>Can give assurance on working unsocial hours.</p>	<p>Access to transport</p>