



Community Development Worker **Job description and person specification**

Job Description

Job Title:	Community Development Worker
Location:	Dreel Halls, High Street West, Anstruther KY10 3DJ but also home working
Hours of work:	Hours to be negotiated, but no less than 0.5 FTE (where FT = 37 hour week) There will be some evening/weekend working as required to deliver community support when needed. Overtime is not paid, we operate time off in lieu.
Holiday:	28 days pro rata (will depend on hours of work).
Contract type:	Fixed term (3 years, following a 3-month probationary period).
Salary:	Dependent on experience, but up to £30,000 pro rata
Reports to:	Anstruther Improvements Association Board (currently six Trustees), with a designated main contact. The Board manages the organisation and Dreel Halls, and delivers all activities as a volunteer team. The Board will continue its close involvement, but supported by the new CDW.
Staff reporting to this post:	None

Applicants must be willing to become a PVG Scheme member.

The post holder will have access to some office equipment at Dreel Halls, but may be required to use their own laptop and mobile phone, with expenses covered.

The AIA has received a National Lottery award from The National Lottery Community Fund for this post. Any change to the level of funding available could have an impact on this post.



Application procedure:	CV, supporting letter, additional information form (with two referees, including most recent employer) and equal opportunities monitoring form to Kate Anstruther, Trustee, on info@anstrutherimprovements.org
Deadline:	Noon on 31 st October 2020
Interviews:	November 2020
Start Date:	Negotiable from January 2021

About Anstruther Improvements Association

Anstruther Improvements Association (AIA) is a community-led, membership SCIO based in Anstruther, whose vision is to build a thriving and resilient community, improving Anstruther for all. The AIA provides a range of cultural, social, educational, fundraising and intergenerational events and activities, manages some of the town's floral displays, gives out small grants and owns and operates Dreel Halls, the only community space in Anstruther Wester. There are around 100 ordinary and associate members and a board of Trustees.

Dreel Halls, a C- and A-listed landmark heritage building in Wester Anstruther, re-opened to the public in January 2014 newly under the AIA's ownership, following an extensive restoration project to the building's exterior, and some minor internal alterations to unite the two halls (Phase I). Following this, a wide variety of AIA-programmed and community-run events and activities have taken place at Dreel Halls, and the AIA has a track record in sound financial management of the building. In 2019-2020 a second phase of capital works was initiated to modernise the building interior, providing disabled access, making it more energy efficient and attractive and meeting the needs of the wide variety of users.

Dreel Halls is a key AIA asset, but another is the AIA's network of members, supporters, volunteers and contacts within the town, and a strength of the organisation is its ability to draw on this. As such, it can work alone or partner with other groups or entities to deliver services and programming, or can act as a facilitator for projects between other entities. Ideas for events and activities can come from the Board, AIA members or other members of the Anstruther community.

The AIA has identified a number of challenges facing Anstruther, and a range of community needs have emerged in the course of primary research. The AIA's general strategy addresses these challenges and fills gaps in existing community provision with a range of events and activities with social, environmental and economic impact to support the regeneration of our community. The AIA provides leisure and recreation opportunities so local residents do not need to travel outwith the area, provides services to fill gaps and harnesses Anstruther's social capital to build capacity, creates greater community cohesion and makes Anstruther a more resilient and sustainable community. The organisation works in partnership with other local community groups, local businesses, third sector and public sector agencies.

The AIA has received a National Lottery award from The National Lottery Community Fund for a community development worker, who will push forward the organisation's general strategy and make sure that the AIA operates in a joined-up way with other organisations in Anstruther.

For more information, visit www.anstrutherimprovements.org and our Facebook page, @anstrutherimprovements.

Job Purpose

The community development worker will play a significant role in achieving the AIA's vision, making the community stronger, more resilient and more independent. Existing and future research identifies unmet needs in the Anstruther community, and the post holder will address these needs. Using the AIA's assets, their activity should ensure that local residents experience greater wellbeing, feel more connected to their community and feel supported to take action and make things happen.

The community development worker will work for the benefit of the whole community, on an individual and organisational level, but will prioritise events, activities, projects and services that focus on segments of the community identified through the AIA's community

needs survey and other pieces of research. These include young people and the elderly, particularly those who are socially isolated.

The post holder will be expected to undertake any training required which is relevant to the post and maintain up-to-date knowledge of best practice in voluntary and community development sector activity as relevant to a community anchor organisation. The post holder is expected to comply with the policies and procedures set by the board.

Main activities

1. Support the Board, volunteers, members and local residents to:
 - Deliver the current programme of events and activities in Dreel Halls
 - Develop new events, activities, community projects, groups and services (including running taster and trial activities) that will engage target audiences to meet community needs or improve community services.
2. Together with the Board, manage the AIA programme budget.
3. Work in partnership with other groups, businesses and individuals in Anstruther, building the relationships between these groups, the AIA and other agencies, including planning and implementing key Anstruther-wide events and festivals.
4. Represent AIA at a range of partnership meetings in respect of local area.
5. Establish a formal volunteer programme for the AIA, building the volunteer base and managing volunteers.
6. Manage any sessional workers delivering specific projects.
7. Develop and oversee monitoring and evaluation procedures to assess what is working well at Dreel Halls and how/to whom benefit is being delivered. This will include developing a set of outputs with the Board, capturing data and information, monitoring performance, producing written reports as required and maintaining statistics for funders in respect of funded activities.
8. Market and promote Dreel Halls as a venue.
9. Work with the Board to raise the profile of the AIA and Dreel Halls through proactive and reactive media work, including social media.
10. Identify project funding opportunities and assist with funding applications, including sources of funding to extend the CDW post beyond the initial contract.
11. Helping the Board strengthen governance by bringing in new board members and developing and supporting efficient structures, e.g. working groups, to plan and deliver specific tasks.
12. When the CDW is working from Dreel Halls, they will be expected to provide on-site support to hall users.
13. Report to Board and attend Board meetings as required.

Person Specification

Essential

Track record in successful asset-based-community-development community building (operating on the ground within a community; engaging, motivating, working and building relationships with and between a range of partner groups, community individuals, volunteers, local authorities and local businesses).

Experience creating, delivering and supporting others to deliver inspiring and appealing events, activities, projects and services, to engage widely within the community and resulting in meaningful change.

Excellent communications skills – listening, written and oral - with a wide range of audiences and in a persuasive, confident and engaging manner. Must be able to demonstrate ability to motivate, empower and enable others.

Experience managing and supporting volunteers.

Effective organisational, budgeting, time management and team working skills; also able to work independently and pro-actively, with minimal supervision but with a strong sense of accountability.

IT literate, with good knowledge and experience of word processing, spreadsheets, databases, video streaming, social media and online platforms.

Planning, target setting, monitoring and evaluation skills.

The CDW must be flexible, adaptable, creative and able to respond to changing contexts. While comfortable working at a senior level, they must also be willing to deal with the variety of tasks that arise when they are the only employee and often working alone.

Desirable

Knowledge of funding applications and success bidding for funds.

Understanding of rural/coastal communities and issues that face them.

Understanding of national and local policy which impacts on communities, particularly those who are most vulnerable or severely affected.

Marketing and promotions experience.

Ideally living and working locally.

Experience in effective and responsible working, including from home, and within physical distancing restrictions as they evolve.

Equal Opportunities Policy Statement

As an employer, the AIA is committed to a policy of equality of opportunity in its employment practices. The AIA aims to:

- Ensure that there is no discrimination in employment, recruitment, training, promotion, disciplinary procedures, or industrial relations.
- In particular, the AIA aims to ensure that no potential or actual employee receives more or less favourable treatment on the grounds of age, disability, gender, pregnancy, maternity needs, race, religion or belief, sex, sexual orientation, political belief, trade union activity, responsibility for dependents or employment status.
- Ensure that members of staff who come into contact with members of the public treat everyone they come across with dignity and respect.
- Ensure that all members of staff understand the AIA's correct procedures in reporting complaints of harassment or unequal treatment. It is the duty of all employees to accept their personal responsibility for the practical application of the policy, but at the same time the AIA acknowledges that specific responsibilities fall upon those involved in recruitment and employee administration.
- Ensure that there is adequate provision for members of staff to submit their suggestions for improvements in procedures.

As an employer, the AIA is committed to a policy of equality of access in its employment practices, and will:

- Ensure that there is adequate provision for members of staff to submit their suggestions for improvements in procedures.