



The Posh Club, Crawley Community Development Worker

**Fixed-term 2 year short-term contract 0.5WTE (17.5 hours)
Salary: Up to £27,394 (pro rata) depending upon experience**

Overview

A Community Development Worker with an interest in older people's community services.

Job Purpose

To develop a network of partners and referral systems for The Posh Club, Crawley to identify and support older people who may be facing social isolation to attend The Posh Club. To raise the visibility of the Club to local services, front line health providers, charities, community groups and the wider community. To develop a local culture of volunteering at the Club and to support The Posh Club's Fundraising and Development Manager to secure funding from a range of sources including grants, trusts and foundations, social prescribing, clinical commissioning, individual donations and sponsorship. The Development Worker will also support the on going evaluation and impact measurement at The Posh Club Network and will work to support any outside agencies conducting research on the project.

This project is funded through a grant from Crawley Council to provide community development for The Posh Club, Crawley over the next two years.

Community Development Worker Job Role

- 1) Developing a series of local partnerships with older peoples' services, frontline health providers, charities and community groups.
- 2) Develop a system of confidential referrals to The Club from the partner networks.
- 3) Raise the visibility of The Posh Club in the wider local community by presenting the Club at events and attending community meetings.
- 4) Developing a local culture of volunteering around The Posh Club, training and supervising local volunteers and making links and partnerships with local volunteering organisations.
- 5) Developing a support programme for adults with high needs to attend The Posh Club such as dementia or life limiting illness
- 6) Supporting the Fundraising and Development Manager to raise funds to support The Posh Club and to diversify its income streams.
- 7) Supporting the Fundraising and Development Manager to develop and implement an impact measurement framework for the Club.
- 8) Delivering the internal monitoring and evaluation programme and analysing data.

Functional relationships

- The Posh Club community members
- The Posh Club volunteers
- Key voluntary and community organisations
- Key statutory sector organisations operating in the community
- Local and regional councillors and local authority committees.

Person Specification for Community Development Worker

	Essential/ Desirable	Evidence: Application form (A) Interview (I)
Skills		
Good communication skills	E	A, I
Good listening skills	E	I
Good networking skills	E	A, I
Empathy	E	A, I
Research and report writing	D	A, I
Budget management	D	A, I
Managing change/conflict	D	A, I
Project development and management	E	A, I
Good IT skills	E	A, I
Ability to work on own initiative	E	A, I
Qualifications		
Literacy and Numeracy to Level 2 (minimum)	E	A
First degree in relevant subject	D	A
Experience		
Previous community development work	D	A, I
Previous work (paid or voluntary) within a VCS organisation	E	A, I
Previous fundraising experience	D	A, I
Recruiting and managing volunteers	D	A, I
Working in partnership with other organisations	D	A, I
Knowledge		
Awareness of issues facing older people	D	A, I
Awareness of issues associated with volunteer recruitment and management	D	A, I
Microsoft Word, Excel, Internet & email	E	A, I
Other		
Willingness to undertake any identified training	E	I
Own car and Driving Licence	D	A

Line manager

The post will be line managed by The Fundraising and Development Manager, who will also provide mentoring and supervision support

Location

The Community Development Worker will be required to work both onsite, at various client locations (including Duckie and The Posh Club Network) and from home.

Working hours

The total working hours for this post is 17.5 hours per week, to be worked flexibly part-time including occasional evenings and weekends.

Salary

Up to £27,394 pro rata – depending upon experience

Annual leave

Annual leave will be 20 days per annum (pro rata) plus statutory holidays.

Other

The post holder will be subject to an enhanced Disclosing and Barring Service check and will be expected to undertake all training relevant to the post

The post holder is responsible for all VAT and/or any other tax payments that they may owe as a result of this employment and should make arrangements for them to be paid directly to HMRC.

The postholder will be required to provide the following documentation prior to appointment:

- Proof of National Insurance and recent tax payments (e.g. payslip, P60, P45)
- Proof of address and right to work in the UK
- Copies of any relevant certificates
- Bank details

Recruitment

Please submit a CV and covering letter via email to info@theposhclub.co.uk by **5pm Friday 11 November 2016**.

The covering letter should outline your interest in, experience and suitability for the post according to the person specification and job description above.

Interviews will take place on **Thursday 24 November 2016** in Crawley.

For further information, please email info@theposhclub.co.uk

Applications are welcome from a diverse range of people and backgrounds.

We appoint solely on the basis of ability and guarantee to interview all applicants who appear to meet the criteria for this appointment.

This project is part funded by Crawley Borough Council.