**Job Title:** Community Development Worker

**Accountable to:** Bureau Manager

**Hours:** 35

**Salary: £21,000**

# About the role

The post is funded until October 2020. Extension of the role is contingent on securing funding beyond that date. The post is based in Dalkeith & Woodburn areas of Midlothian.

# Job description

**Key responsibilities**

# Key tasks for the Community Development Worker will be:

# • To actively reach out to people on low income and encourage them to participate in Aspiring Communities’ activities, through partnership working and direct advertising

# • To deliver new services to workless households, people on low incomes, and lone parents, including wellbeing workshops, healthy living activity, cooking classes, activities to tackle social isolation

# • To support Aspiring Communities Project and volunteers to deliver and develop the services they provide to people on low incomes

# • To ensure that people on low incomes are involved in shaping and developing activities

# • To work in partnership with other Aspiring Communities staff

# • To provide monitoring and financial information as required to Midlothian Voluntary Action (lead partner)

# Person specification

**Experience**

* Demonstrable experience (paid or unpaid) within community development.
* helping to raise public awareness on issues relevant to the community
  + - helping to raise public awareness on issues relevant to the community
    - Experience of managing a caseload, including for clients experiencing complex issues
* Self-motivated, with experience of organising and prioritising a busy, complex workload,under pressure, using own initiative while also contributing effectively to a team.
* liaising with interested groups and individuals to set up new services

Skills

* Advocacy and networking skills
* Excellent communication, interpersonal and team building skills
* Knowledge and understanding of community and social issues
* Effective written communication skills (e.g. for work planning, case recording, monitoring and evaluation, note-taking, correspondence and report writing.)
* Confidence in using IT and telephony systems (e.g. case recording, online research, , report-writing, engaging with agencies, email, diary management, social media etc.)
* Ability to encouraging others to participate in activities

**Knowledge**

1. Awareness of local voluntary and statutory services

**Other characteristics**

1. Commitment to the aims and policies of Dalkeith Citizens Advice Bureau and to working within a client driven, volunteer-led community advice and information service.
2. Willingness to undertake a basic disclosure check through Disclosure Scotland.

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