

Post Specification

Date	July 2023
Post Group Number	6578
Post Title	Community Development Worker
Job Family	People Care and Development
Job Family Role Profile	PCD8ii
Final Grade	Grade 8

To be read in conjunction with the job family role profile

Service Area description	
<p>The Adult Learning Service is an integral part of the Council's Thriving Communities directorate. The service is largely externally funded by the Skills Funding Agency with other smaller contracts from the Education Funding Agency and European Social Fund.</p> <p>The service delivers community learning and skills provision to around 7,000 adults a year in over 200 venues across the county including a network of Council-run community learning centres, schools, children's centres, employer premises, a wide range of community outreach locations and a number of independent externally sub-contracted organisations. The service is focussed on provision which transforms the lives of our most disadvantaged communities, enhances employment opportunities for low skilled residents and meets the needs of local employers.</p> <p>The service provision consists of a wide range of community learning and skills programmes including: vocational qualifications; work-based learning (including apprenticeships); English & maths (at all levels from entry level through to GCSE); LLDD provision; employability; family learning; ICT; civic engagement; health & well-being, and culture.</p>	
Purpose of this post	
<ul style="list-style-type: none"> • In response to local needs, identify and support curriculum development opportunities with partners and communities to deliver service priorities • To develop and manage partnership working within your designated area • Support the Centre Manager(s) in your area to ensure provision is aligned with council and service priorities. 	
Key job specific accountabilities	
<ol style="list-style-type: none"> 1. Work imaginatively with local partners to advise, promote and develop a range of community learning opportunities, helping to get new courses off the ground - and 'broker' the involvement of partners 2. Work effectively as part of the district team to ensure community learning is aligned with service priorities and utilises the funding available eg ESFA 3. Work collaboratively with the area based community and health teams to ensure a co-ordinated approach to community development in the area 4. To lead or support service projects as necessary across the area to encourage learner engagement 5. Contribute to the annual Self-Assessment Report and Quality Improvement Plan for your district 6. Work collaboratively with the area based community and health teams to ensure a co-ordinated approach to community development in the area. 	
Please note annual targets will be discussed during the appraisal process	
Key facts and figures of the post	
Budget Responsibilities	<ul style="list-style-type: none"> • Understanding of community learning funding
Staff Management Responsibilities	<ul style="list-style-type: none"> • None
Other	<ul style="list-style-type: none"> •

Essential Criteria - Qualifications, knowledge, experience and expertise

- NVQ 3 or 4 or equivalent experience or knowledge in the work area
- Experience of community development work
- Experience of working with a range of statutory organisations, voluntary and community groups
- Commitment to a results/outcome led approach
- Ability to work independently and as part of a team
- Ability to work with a wide range of people and community partners in a sympathetic and supportive way
- An understanding of the barriers to learning faced by our most disadvantaged learners
- Flexibility to adapt to changing workload demands and respond to new challenges
- Ability to write reports
- Good negotiation and mediation skills
- Competent ICT skills
- Ability to communicate in a clear and constructive way
- Act with honesty and respect for others
- Demonstrate a positive flexible attitude
- Take responsibility for own actions
- Be committed to 'One Team'

Disclosure and Barring Service – DBS Checks

- This post requires / does not require a DBS check.
- The level of check required is:
 - DBS Basic

Job working circumstances

Emotional Demands	<ul style="list-style-type: none">•
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Physical Demands	<ul style="list-style-type: none">• Normal
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Working Conditions	<ul style="list-style-type: none">• Post based at your designated district with travel to other areas of the county as required
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Other Factors

- Willingness to work outside normal office hours to meet the requirements of the post and the business needs of the service.