

Community Development Worker

Job Description

Job Title: Community Development Worker.

Contract: The post is offered on a 3 year fixed term contract. There is a possibility of extension subject to funding.

Accountable to: Board of Trustees

Reports to: Chair of Trustees

Salary: £20,849 (point 23 NJC) – pro rata, actual salary £17,870.57

Hours of work: Part time – 28 hours per week, including some evening and weekend work. Pattern of work to be agreed but some flexibility will be required.

Location: Reddish

Overall purpose of the post:

To continue the development of this growing community based charity in Reddish, working pro-actively with the Trustees to provide day to day operational management and implement agreed development initiatives.

To coordinate current projects and to establish additional services in accordance with community need.

Principal duties:

- To promote the aims, objectives and values of Re:dish, primarily the development of a sustainable community.
- To manage a team of volunteers, providing provide them with ongoing training, support and opportunities.
- To recruit additional volunteers in accordance with the needs of the projects.
- To provide effective management of the day to day administration of the charity, including maintenance of the database, coordination of volunteer rotas, arranging DBS checks and overseeing the implementation policies and procedures.
- To develop and execute an effective communication strategy, creating promotional materials, press releases and maintaining the Re:dish Twitter and Facebook accounts.
- To oversee day to day financial controls in partnership with the treasurer.
- To participate in the overall fundraising activities for the charity, including contributing towards the completion of trust and grant applications.
- To actively represent Re:dish at meetings and events.
- To oversee the day-to-day coordination the Re:dish resources. This will include; acting as a key holder for Re:dish premises; liaising with user groups; arranging bookings; maintaining accident log book and other records.

- To continue to strengthen Re:dish's multiagency approach, building and maintaining links between statutory partners, local residents, groups and the business community.
- To report regularly to the Re:dish trustees.
- To ensure safeguarding (children and vulnerable adults) is properly managed.
- To undertake personal development training as required.
- Any other tasks as required by the charity.

Please note, this post will involve working directly with children and vulnerable adults. An Enhanced Disclosure from the Disclosure and Barring Service including a check of barred lists will be required for the post-holder.

THIS JOB DESCRIPTION DOES NOT FORM PART OF YOUR CONTRACT OF EMPLOYMENT.