

**Post:** Community Development Officer

**Summary of Terms and Conditions**

**Hours: 21 hours per week**

**Contract: initially a 12 months contract**

**Salary: £13,650 pro rata + works pension and employee benefits**

**(FT £24 050)**

**Expenses:** Staff may claim travel expenses, at the agreed rate, for journeys which

are necessary in the course of their work.

**Based: across Wrexham**, with office based at the Rainbow Centre in Penley and/or Marchwiel.

**Report to:** Operational Manager

We are advertising for a **Day Opportunities Manager** to

**Subject to:** DBS and satisfactory references

**GUIDANCE NOTES**

This information is available in large print. Other adjustments to the application and interview process can be made, based on your needs.

*General Information:* Thank you for your interest in this vacancy. You will find enclosed a job description, person specification, together with an application form.

The information you provide in your application is the only information we will use in deciding whether or not you will be shortlisted for an interview.

**Job Description and Person Specification:**

The vacancy advertised is based on the job description which lists the main duties of the post. The person specification describes the skills, experience and knowledge we are looking for. Please read these carefully so that you know what the job involves and the range of expertise required. It is appreciated that the successful applicants will not necessarily have *all* the experience sought, but the selection process will be seeking in candidates the potential to develop any outstanding skills.

**Short-listing and selection**

After the closing date, all applications will be considered to see how each candidate’s skills and experience relate to the job requirements. Applicants who meet these requirements will be invited to attend an interview.

The interview is intended to allow the candidate to expand on his/her application and to show how far they meet the requirements of the post. Candidates will have an opportunity to ask questions about the job, The Rainbow Centre, conditions of employment, etc.

There will be a record of the assessment at interview of each candidate so that the reasons for their decision are clear, consistent and justifiable. Candidates will be informed about the outcome of the interview as quickly as possible.

All job offers are made subject to satisfactory references and an enhanced DBS check, which will be sought once an offer has been made. Once these have been received, the offer will be confirmed.

1. **Background**

**About the Rainbow Centre**

The Rainbow Centre is an award-winning local charity working to improve the Health and Wellbeing of our communities across Wrexham and South Shropshire.

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Many of our services are delivered from our community hubs in Penley and Marchwiel.  We also deliver Social Prescribing across all GP Surgeries in Wrexham and provide Community Outreach across Wrexham Maelor South.

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Our Aim is to improve the health and well-being of our communities. We provide support, services and facilities that can empower people of all ages to retain as much independence as possible and enable them to access services in their locality.

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We believe in a society where people have the opportunity to be treated with respect and live fulfilled lives. We promote independent living, positive ageing and have an excellent reputation for providing outstanding services.

**Community Development Officer**

**Overview of the role**

The Community development worker will help communities to help themselves. You will be working across the 4 Electoral Wards in Wrexham (Holt, Bronnington, Marchwiel and Overton) working alongside members of the communities, inspiring them, supporting them, and offering them guidance and opportunities for initiating change to their local services and making improvements to their own community.

As the Community Development Officer, you will act as a bridge between the rural communities and non-statutory services.

You’ll firstly be responsible for understanding the issues affecting the areas, assessing the situation and devising ways for counteracting the gaps in non-statutory services and addressing social structural disadvantages.

Before you implement new community programmes and initiatives, you will be evaluating existing schemes, identifying their flaws and highlighting where there’s room for improvement.

You will be engaging with local groups and employers, discussing how and where these communities’ needs and aspirations can be met, devising strategies, considering budgetary restrictions and then working with a range of different organisations to prepare and implement projects.

In order for these projects to be successful, you’ll need to build relationships with community groups and local businesses that are willing to invest time and support the services to grow in the local areas.

1. **Key responsibilities**

The Community Development Officer will:

1. Engage with the 4 Electoral Wards – Bronington, Marchwiel, Overton, Holt
2. Identify gaps in non-statutory local service
3. Identify new ways of providing non-statutory local services
4. Improve the availability of non-statutory services in our rural electoral wards of Wrexham.
5. Engage with volunteers/local businesses who are passionate about supporting the development of non-statutory services in the areas listed
6. **Duties**

The duties of the Community Development Officer is to work across the four electoral wards listed. The Community Development Officer will engage with local groups, Community Councils, local individuals to:

1. Look at what services/groups/support is missing in their local areas – ENGAGING with the community to identify problems and MAPPING what resources already exist to meet the community's needs.
2. Look at new ways we can provide non-statutory local services – CREATE and EMPOWER – The community would be asked to take on community ownership to look at new ways to bridge the gaps in services.
3. Once we have established what non-statutory services are missing and have identified new ways we can provide non-statutory services. The Community Development Officer will work with local groups/volunteers/businesses to ensure that the gaps in provision are lessened. - IMPLEMENT new services and revise as needed. Supporting micro enterprises and voluntary groups to establish for the good of the community.
4. Once the Workplan has been implemented and completed the Community Development Post would be evaluated and the project dissolved.

**Skills required for the role**

The right candidate for the position must have the skills and abilities to:

* Pilot news ways of delivering services such as transport, home care, meals on wheels and group activities
* Facilitate community engagement and information to identify community resilience and capacity to enable service delivery
* building the capacity of local actors to allow them to deliver local services
* developing innovative projects that improve the health and wellbeing of local people
* learn from research and visits to other best practice project examples
* developing volunteering opportunities and training placements.
* Supporting the development of local community led hubs.
* Making Communities Self Reliant – Increase economic independence
* trialing alternative ways of delivering non-statutory service
* Keep up to date with Covid 19 guidance and be able to share this information with local actors

**General**

* Uphold the values and good name of the Rainbow Centre at all times, represent the organisation in a way that is consistent with its philosophy and ethos and within the Rainbow Centre’s Code of Conduct.
* Work flexibly within a team setting, liaise with other workers as necessary and as appropriate to provide cover for holidays and staff absence.
* Work within Rainbow Centres’ Health and Safety policy and guidance and to ensure your own health and safety and that of others at all times.
* Be involved in the wider work of organisation, including management meetings, business planning, staff cover, and communication of services, team meetings and events
* Ensure the service is delivered in a culturally sensitive way for all service users and volunteers including challenging stigma and discrimination.
* Observe organisations equal opportunities, confidentiality, data protection policies.
* Understand and contribute to the overall objectives of the organisation and follow all existing organisational policies and procedures.
* Undertake other duties and responsibilities in keeping with the nature of this post as may be required from time to time.

1. **Person specification**

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|  | | *Essential* | *Desirable* | |
| Experience |  | | |
| Experience of partnership working and setting up local hubs | |  |  | |
| Experience of developing services/activities in the community | |  |  | |
| Experience of running group forums | |  |  | |
| Experience of evaluation of projects | |  |  | |
| Experience of working with other professionals | |  |  | |
| Experience of managing volunteers or staff | |  |  | |
| Experience of team work | |  |  | |
| Experience of developing marketing materials | |  |  | |
| Skills & Abilities (see competency profile) |  | | |
| Deliver quality | |  |  | |
| Managing complexity | |  |  | |
| Non-judgemental, positive in outlook | |  |  | |
| Person centred customer service and desire to support people | |  |  | |
| Team working | |  |  | |
| Self-awareness with effective communication and interpersonal skills | |  |  | |
| Adapting to change | |  |  | |
| Confident decision making | |  |  | |
| Professional competence | |  |  | |
| Basic understanding of financial implications of setting up projects | |  |  | |
| Knowledge & Qualifications |  | | |
| Knowledge of Community projects | |  |  | |
| Qualification in Sociology, Social Work, Youth Work, Social Sciences of equivalent | |  |  | |
| Knowledge of local area and services available in Wrexham | |  |  | |
| Knowledge of the types of non-statutory services that rural areas may require | |  |  | |
| Knowledge of local actors/groups in the area you would contact | |  |  | |
| Other Requirements |  | | |
| Willingness to undergo necessary training and development | |  |  | |
| Capacity to travel across Wrexham | |  |  | |
| Hold a current British driving license | |  |  | |
| Willingness to work outside normal office hours when required | |  |  | |
| Subject to an enhanced DBS Check | |  |  | |