

JOB DESCRIPTION

Post: Community Development Officer

Responsible To: XXXXXXXX

Summary of Post:

This role will support the activities of an exciting Community Renewal Project, working within the local community and across partners and agencies to engage and recruit beneficiaries to the programme.

The Community Development Officer will support groups of beneficiaries, focusing on those furthest away from the job market to engage with the Community Renewal Programme.

The role will focus on initial engagement and recruitment to the learning for Life and Work programme and will work closely with Community Mentors and Job Brokers to support progression to further learning or into employment. You will work in partnership with a network of community learning providers, community partners, voluntary organisations, Jobcentre Plus, and employers to enable adults to engage in learning and mentoring support that will help them overcome their barriers to learning and work.

Specific Duties

1. Develop relationships through providing excellent stewardship to engage and recruit beneficiaries, within the local community, to our Community Renewal programme.
2. To work with local community partners to identify beneficiaries that are furthest away from the job market and engage them in learning.
3. To work with a range of inactive beneficiaries who may be part of a family where being economically inactive is the societal norm, or unemployed beneficiaries that have faced unemployment and other challenges as a result of the pandemic.
4. Ensure beneficiaries are aware of course information and programmes available to them as part of the Community Renewal Programme.

5. To offer guidance and planning to encourage beneficiaries to attend provider network courses and programmes.
6. Work with the Community Renewal providers to identify beneficiaries who would benefit from a digital device and connectivity.
7. To work with the Community Mentors to support progression to further learning and a formal qualification. Removing barriers by resolving a range of issues liaising with support agencies if required.
8. To work with Job Brokers to support beneficiaries into employment where appropriate.
9. To meet monthly performance targets and confirm placement of beneficiaries into the Learning for Life and Work programmes
10. To track and monitor beneficiaries attendance, engagement, and completion of appropriate training, and progression onto next steps.
11. To secure documentary evidence of starts and provide information to track destinations.
12. To attend events, forums and meetings where networking opportunities are available to secure relationships with new opportunities.
13. To invite regular feedback from beneficiaries through questionnaires, group discussions and course reviews to facilitate continuous improvement.
14. To participate in the recruitment of beneficiaries through the marketing of courses, attendance at day centres and community events and interviewing of beneficiaries, including pre-entry guidance.
15. To contribute to the creation and updating of risk assessments of working areas and practices and ensure these are implemented appropriately.

General Duties and Responsibilities:

1. To participate in the staff support & development scheme and to undertake training based on individual and service needs.
2. To take a lead in creating and to promote a positive, inclusive ethos that challenges discrimination and promotes equality and diversity.
3. To comply with legislative requirements and policies and guidelines in respect to health & safety and data protection.
4. To demonstrate positive personal and professional behaviour as specified in the Staff Code of Conduct.

5. To undertake continuing professional development to support our culture of continuous improvement.
6. To partake in quality assurance systems.
7. To meet minimum relevant occupational standards.
8. To keep up to date with the skills required to fulfil the role.
9. To undertake any other duties commensurate with grade as may be reasonably requested.
10. You will be responsible for protecting staff and learners from all preventable harm as per Safeguarding procedures.

Please note:

This job description is a guide to the work you will initially be required to undertake. It summarises the main aspects of the job but does not cover all the duties that the job holder may have to perform. It may be changed from time to time to meet changing circumstances.

It does not form part of your contract of employment and as your experience grows, you will be expected to broaden your tasks, suggest improvements, solve problems and enhance the effectiveness of the role.

This post is subject to an enhanced disclosure from the Disclosure and Barring Service.

EMPLOYEE SPECIFICATION		Application	Interview	Shortlist
Skills				
1.	Effective written and oral communication	✓	✓	6
2.	Effective organisational skills and ability to work to deadline	✓	✓	6
3.	Effective teamwork skills	✓	✓	4
4.	Ability to motivate, encourage and support students	✓	✓	6
5.	Familiarity with the use of IT	✓	✓	4

6.	Actively contribute to the organisations Safeguarding practice, procedures, culture and ethos	✓	✓	6
Experience				
1.	Experience of coaching and mentoring	✓	✓	6
2.	Working knowledge of the requirements of community learners	✓		4
3.	Experience of working with community beneficiaries seeking training and employment	✓	✓	4
Education				
1.	Maths Level 2 (e.g. equivalent to GCSE grade C or above)	✓		4
2.	English Level 2 (e.g. equivalent to GCSE grade C or above)	✓		4
3.	IT Level 2 (e.g. equivalent to GCSE grade C or above)	✓		4
4.	Appropriate professional qualification (minimum level 3)	✓		4

Advice to candidates

In completing your application please draw attention to the extent to which you meet each of the criteria in the person specification marked as being assessed at application stage. Please use examples of where you have demonstrated the criteria with as much detail as possible to assist in the shortlisting process.

The shortlisting weighting indicates which criteria are the most important to the recruiting manager:

- 6** Minimum/critical - criteria which is essential for the role i.e. it would be extremely difficult for the person to carry out the role without already having these essential skills, experiences or qualifications.
- 4** Important - criteria that would be significant to the candidate being successful in the role. These may be skills, experiences or qualifications that have substantial meaning for the role but could be supported or taught on the job.
- 2** Other relevant - It would be great if the candidate had but is not expected to be shortlisted.

Failure to meet all the minimum/critical criteria would not necessarily preclude your application. Consideration will be given to experience and life skills. Continual Professional Development will be supported and encouraged.

Please be aware should we have a large number of applications for any of our roles we may complete the shortlisting of candidates based on the minimum/critical criteria only.