**Job Title** Community Development Worker

**Responsible to** SMT

**Location** Wealden in East Sussex, hybrid working at home and in communities. There is travel in your area and across East Sussex

**Salary** NJC Scale 24 - £19,475 pro rata (£34,314 FTE)

**Hours per week** 21 hours per week

**Pension** 4% employer contribution

**Holiday** pro rata: 25 days increasing annually plus statutory holidays

**Contract** Permanent

**1** About 3VA, Purpose of the role, The context for our work

**2** The four functions of the LIQA, and the context for 3VA’s work in communities

**3** Deliverables

**4** Person Specification

**5** Appendix: LIQA Key Deliverables

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| ***1*** |
| **About 3VA****We are the Voluntary Action for Eastbourne, Lewes and Wealden. We enable and support community groups, voluntary organisations and individuals across East Sussex, to improve quality of life and equality of opportunity for everyone.** We represent and advocate for the voluntary and community sector with local government and other statutory authorities. |
| **Purpose and context of the role*** Community Development Workers develop, support, facilitate a vibrant, dynamic and connected voluntary and community sector in East Sussex, building capacity in individuals and groups to support local activities and initiatives which benefit the community; and alongside colleagues delivering Beachy Head Ambassadors, Homes for Ukraine, Wealden Food Partnership and Lewes District Cost of Living programmes.
* Manage the disbursement of £10,000 annually in each of Eastbourne and Wealden the three areas, to support the Key Deliverables set out in Appendix 1.

**The context for our work**3VA holds NAVCA’s Local Infrastructure Quality Award (LIQA) which is also the context for this job role. The LIQA is closely aligned to four groupings of evidence-based community-centred interventions for wellbeing that share key features and are underpinned by the core concepts of: voice and control; leading people to having a greater say in their lives and health; equity; social connectedness.3VA’s overall delivery includes:* Maintaining effective service delivery in the context of local need and 3VA programmes, ensuring communities are well served
* Supporting Community, Stakeholder and Member engagement, using 3VA membership as the tool for continuing engagement
* Developing and delivering general and thematic Community Networks (digitally and face to face) in response to community needs
* Developing and delivering (with support from the Data and Delivery Manager and Senior Management Team) training, including constitution, funding, evaluation, volunteering
* Supporting a collaborative partnership approach with other VCSEs and statutory partners
* Preparing reports for appropriate funding contracts as agreed with commissioners
* Continuing to raise 3VA’s profile and the VCSE
* Supporting the strategic development of 3VA and its membership including consultations, member surveys, project development and funding
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| ***2*** |
| **The four functions of the LIQA, and the context for 3VA’s work in communities are**1 Leadership and Advocacy2 Partnerships and Collaboration3 Capacity Building4 Volunteering Inspiration and Promotion |

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| ***3*** |
| **Deliverables**As a key member of the community development team, you will work with the Community Development Team, individuals, groups and communities in facilitating 3VA’s community development offer. You will actively engage with individuals, groups, partners and stakeholders to make sense of the issues and barriers that affect their communities and support them to bring about change.Your key activities are:* Intelligence gathering
* Foundation building
* Community asset identification and development
* Gap identification
* Relationship building
* Facilitating engagement opportunities
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| ***4*** |
| **Person Specification** |
|  | **Essential** | **Desirable** |
| **Knowledge of** | * third sector trends
* relevant policy and legislation
 | Professional or technical qualification |
| **Experience of** | * Managing a range of projects successfully
* Successful community development
* Support and help with specialist groups
* Delivering engagement activities and networks
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| **Skills/abilities** | * Great written and verbal communication skills
* Engagement and development
* Report writing and data management
* Balance competing demands and take pragmatic decisions
* Strong organisational skills
* Influence; Negotiate; Facilitate
* Excellent analytical skills, can interpret data
* Able to facilitate meetings
* Work in a team and on own initiative
* Present complex information clearly and concisely, verbally and in writing
* Software applications
 | Research methodologies |
| **Qualifications** | * Relevant professional qualification, or ability to demonstrate knowledge of relevant functional area/s to a comparable level
 | Evidence of continued professional and personal development  |
| **Personal**  | * Resilient and able to challenge and influence
* Customer focused, able to build rapport and work constructively with a range of stakeholders and colleagues
* Diplomatic, innovative, decisive, responsive, change oriented
* Committed to equal opportunities and anti- discriminatory practice
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|  | * Full clean driving licence, car
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| ***5*** |
| **Appendix: LIQA Key Deliverables** |
| **Key Deliverables: Leadership and Advocacy** |
| **1A** | Collect, analyse, and share insight, information, and data on local community activities, groups, organisations and potential trends, gaps and assets in provisions for health and wellbeing, and actively share with public and VCSE partners. |
| **1B** | Work collaboratively with public and VCSE sector partners to facilitate special interest network events, seminars and workshops to inform the Beneficiaries of strategic policy context, funding and commissioning intentions to enable the development of opportunities and demonstrate best practice examples in service delivery.  |
| **1C** | Help Beneficiaries to identify improvements and opportunities and work with them to influence and reshape activities and services, using available assets, and reduce financial barriers to participation.  |
| **1D** | Help Beneficiaries to structure short-term, outcomes-based support to help people regain independence after a crisis. |
| **1E** | Develop and deliver, or signpost to, training on evidence-based approaches to improving health and wellbeing outcomes and reducing health inequalities.  |
| **1F** | Offer free activities or meeting spaces to Beneficiaries or refer them to partners who offer the facility, or signpost other free-to-use spaces. |

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| **Key Deliverables: Partnerships and Collaborations** |
| **2A** | Identify opportunities for community, group and organisation activities/services to contribute to existing public and VCSE sector strategies, priorities and polices, as well as those that emerge throughout the life of contract.  |
| **2B** | Organise and host regular network meetings for groups and organisations to share insight, explore and develop activities/services, and consider collaborations in the delivery of activities/services with partners. |
| **2C** | Link and build connections between Beneficiaries and social prescribers, care coordinators, and Integrated Community Teams. |
| **2D** | Encourage groups and organisations to share details of, and jointly mobilise, their available assets (spaces, equipment, worker capacity, etc). |
| **2E** |  Identify, signpost, and support Beneficiaries to access funding opportunities that enable them to develop activities to benefit their communities. |
| **2F** | Work with groups and organisations and partners to identify workforce/ volunteer development opportunities and training needs.  |
| **2G** | Assist Beneficiaries and networks to explore and develop other income streams, (e.g. renting out spaces or equipment, fundraising, etc.) |

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| **Key Deliverables: Capacity Building** |
| **3A** | Develop and deliver support for groups and organisations:* to structure themselves appropriately,
* measure outcomes and impact,
* understand and comply with legal duties
* establish appropriate processes for managing staff and volunteers.
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| **3B** | Signpost to relevant tools and resources to support with common governance/ infrastructure needs for different types of groups and organisations. |
| **3C** | Facilitate connections between organisations who can share relevant skills, knowledge and experience on specific governance/infrastructure requirements. |
| **3D** | Develop and deliver or signpost to additional training to answer specific needs identified by providers, e.g. how to manage community buildings, business accounting, asset-based wellbeing approaches, working across sectors, etc. |
| **3E** | Offer one-to-one tailored support to answer the specific needs of key community groups, networks and VCSE organisations identified by the provider. |
| **3F** | Develop with other providers a shared set of commonly requested tools and templates. |
| **3G** | Commission accessible web pages (using tools like Silktide/Google Analytics) that hold relevant information and signpost appropriate tools and resources to Beneficiaries. |

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| **Key Deliverables: Volunteering Inspiration and Promotion** |
| **4A** | Provide materials and training for volunteer involving organisations to better communicate with, equip, diversify and value their volunteers, particularly a new generation of volunteers who can offer digital skills, short-term, and remote volunteering. |
| **4B** | Co-ordinate and host regular sessions for Volunteer Coordinators to come together, share insight and examples of successes and challenges in the promotion, recruitment, management and retention of volunteers. |
| **4C** | Collaborate with volunteer involving organisations and partners to develop and share with people living and working in East Sussex, promotional material covering the positive benefits of volunteering.  |
| **4D** | Work alongside partners to ensure digital platforms (e.g. Tribe Project) that aid volunteer involving organisations in promoting, recruiting and managing volunteers are being utilised and developed based on the requirements of East Sussex volunteer involving organisations. |
| **4E** | Work alongside volunteer involving organisations and partners to develop material and training that identifies and addresses reoccurring barriers to volunteering. |

In addition, 3VA Team members contribute to a range of activities and outputs which support the organisation’s activities and underpin the successful delivery of the Four Functions.

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| **Key Deliverables: Systems and Processes** |
| **5A** | Promote 3VA membership to new and existing community and voluntary groups |
| **5B** | Work with 3VA colleagues to develop and improve the member offer, including alliances, features and benefits |
| **5C** | Incorporate progression to appropriate membership levels in group development reviews and support |
| **5D** | Contribute to the development of 3VA’s resources, including producing articles for the website, newsletter and briefing papers |
| **5E** | Contribute to 3VA volunteer and community events |

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| **Key Deliverables: Other** |
| **6A** | Representing 3VA as required |
| **6B** | Work collaboratively as part of the 3VA team, attend and participate in meetings |
| **6C** | Ensure records are kept as part of 3VA’s reporting and self-evaluation |
| **6D** | Keep up to date with relevant legislation and policies and procedures which are relevant to the sector and to the post holder |
| **6E** | Undertake any other duties that might reasonably be required which are in line with the post and in the absence of other staff |
| **6F** | Be prepared to work flexibly, including evenings and weekends as required |