



## Job Description

<b>POST:</b>	Community Development Worker
<b>RESPONSIBLE TO:</b>	Community Leader
<b>RESPONSIBLE FOR:</b>	Team of volunteers
<b>GRADE:</b>	E
<b>CONTRACT:</b>	24 months fixed term
<b>KEY RELATIONSHIPS:</b>	Oasis Community team; community partner professionals; local community and local community groups.
<b>LOCATION:</b>	Isle of Sheppey
<b>WORKING PATTERN:</b>	0.5 FTE (evening, weekend and school holiday work will be required, but will be agreed in advance and TOIL given).
<b>DISCLOSURE LEVEL:</b>	Enhanced

### CONTEXT:

Oasis Hubs are local places of activity that provide integrated, high quality and diverse services to benefit the whole person and the whole community. The Oasis ethos stems from our Christ-centred roots and is an expression of our character - it is a declaration of who we are and therefore the lens through which we assess all we do. This is encapsulated by the following five statements: a passion to include everyone; a desire to treat everyone equally, respecting differences; a commitment to healthy and open relationships; a deep sense of hope that things can change and be transformed; a sense of perseverance to keep going for the long haul.

An Oasis Hub is a community movement and the joining together of all the work Oasis does in any one place, which could include foodbanks, debt advice centres, family support and advice services, healthcare, youth work, children's work. The purpose of the Hub is to serve the whole person and the whole community and to ensure that people are able to flourish socially, physically, emotionally, spiritually, educationally, environmentally, morally.

### JOB PURPOSE:

The Community Development Worker will work directly with the Oasis Community Leader on the Isle of Sheppey and will specifically support the vision and aims of the Community Hub through community engagement and support activities. A key focus will be the face-face delivery of activities, in particular the flagship Sheppey Support Bus, a mobile social supermarket and advice centre.

### PRIORITY AREAS OF FOCUS

Working with our community partners to connect services for the community and supporting the delivery of the Sheppey Support Bus project, expanding its reach and impact through wider community engagement activities.

### RESPONSIBILITIES:

1. Deliver the weekly Sheppey Support Bus project and its work, ensuring that all logistical arrangements are in place and that all required resources are available.
2. Ensure that through the Sheppey Support Bus community members are signposted to other services.



3. Ensure that there is adequate stock for the food project within the available budget, including coordinating with supply partners and weekly shopping.
4. Keep the administration of the Sheppey Support Bus up to date including registers, memberships, fees and budget.
5. Develop the communication of the Sheppey Support Bus project using social media, phone calls etc
6. Work collaboratively with our community partners including supermarkets, Fairshare etc to support and provide for the Sheppey Support Bus
7. Monitor and evaluate activities using the EVIDE system and other monitoring tools available to the team.
8. Support the Community Leader to ensure there is adequate funding for community development activities, including the Sheppey Support Bus, through contributing to bid writing and community-based fundraising.
9. Support the wider community activities of Oasis on the Isle of Sheppey as required by the Community Leader.

### General Duties

- To support the Community Leader in delivering the Hub's mission aims to the Isle of Sheppey and to abide by agreed professional behaviours and attitudes.
- Promote an environment that safeguards and protects vulnerable people and when necessary, take responsibility for ensuring the appropriate safeguarding procedures are followed.
- Ensure own professional competence remains sufficient to provide effective support by seeking support for your practice and development.
- Keep up to date on the range of agencies working locally to maintain knowledge of services that parent/carers might be signposted to.
- Keep up to date with local and national developments within policies and practice and keep informed of relevant legislation.
- Attend and engage in team meetings, supervision, and training.
- Participate in internal and cross-organisation working groups as appropriate for exchange of information and best practice.
- Complete the administrative duties relevant to the role, including planning, record keeping, data base and reports.
- Participate in the Oasis Performance Management processes.
- Promote the work of Oasis by all appropriate means, including public speaking.

### Safeguarding children, young people and vulnerable adults

Oasis Community Partnerships is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

**The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.**

<b>Employee:</b>		<b>Line Manager:</b>	
<b>Print Name</b>		<b>Print Name</b>	
<b>Date</b>		<b>Date</b>	

## JOB SPECIFICATION COMMUNITY DEVELOPMENT WORKER

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>• A relevant professional qualification in Youth &amp; Community (JNC) or Teaching (QTS) or Social Work (QSW) at DipHE level or above</li> <li><b>Or</b></li> <li>• Able to demonstrate qualification by relevant experience</li> </ul>	
Experience, Skills and knowledge	<ul style="list-style-type: none"> <li>• Proven experience working with vulnerable and at-risk people</li> <li>• Experience of co-developing and co-delivering community projects</li> <li>• Experience of working with people in a one-to-one/small group setting</li> <li>• Knowledge of safeguarding practices and health and safety</li> <li>• Knowledge of the issues facing communities</li> <li>• Proven team player</li> <li>• Experience working within a youth/community setting alongside other statutory and voluntary organisations</li> <li>• Good oral communication skills.</li> <li>• Good organisational and administrative skills</li> <li>• IT literate.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of coordinating a team of volunteers/sessional workers.</li> <li>• Good use of MS Office including Word, PowerPoint and Excel.</li> </ul>
Other Qualities/Attributes	<ul style="list-style-type: none"> <li>• Self-motivated, able to work alone and as part of a team.</li> <li>• Passionate and resilient with a positive attitude.</li> <li>• Able to take initiative and work under pressure.</li> <li>• Reliable and professional.</li> <li>• Flexible approach to changes in circumstance and able to work unsocial hours.</li> <li>• Commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults.</li> <li>• Willingness to undergo appropriate checks, including enhanced DBS checks.</li> <li>• Fully supportive of the ethos of Oasis</li> </ul>	<ul style="list-style-type: none"> <li>• Full Driving License.</li> </ul>