



St Paul's

<b>Job Title:</b>	<b>Community Development Worker (CDW)</b>
<b>Organisation:</b>	St Paul's Church and Community Centre
<b>Contract type:</b>	2 years fixed term contract <i>(Subject to successful completion of a 6-month probationary period. The post could be extended, but this will be dependent on funding).</i>
<b>Hours:</b>	0.6 (22.5 hours per week, 37.5 full time week equivalent)
<b>Salary:</b>	£28,000 pro-rated, 0.6 post
<b>Pension Scheme:</b>	If eligible
<b>Holiday entitlement:</b>	25 days per annum (FTE) plus Bank Holidays (pro-rated).
<b>Days of work:</b>	Mondays, Thursdays and Fridays
<b>Place of work:</b>	St Paul's, Hills Road, Cambridge, CB2 1JP
<b>Start date:</b>	As soon as possible
<b>How do I apply?:</b>	Application Form
	Closing Date: 20 <sup>th</sup> September

For an informal chat about the role or to apply contact the Vicar:  
[vicar@stpaulscambridge.org.uk](mailto:vicar@stpaulscambridge.org.uk) or call: 01223 576899

## PART 1: JOB ROLE AND DESCRIPTION

### Community Development Worker (CDW)

St Paul's is a Church of England Parish Church and an active and busy Community Centre. It structures its life around 4 principles, the 4cs of **Congregation, Compassion, Commerce and Culture** (cf. Heart Edge <https://www.heartedge.org/>). These 4cs mutually support and enable each other and are interdependent. As the Community Development Worker (CDW) your work will sit within the domain of **Compassion** but the work will also interrelate with the other areas, especially with the **Congregation**. Your main role will be to facilitate and enable our church to show compassion and empathy in the community through our community outreach projects. Community outreach and hospitality are a central part of how St Paul's lives its Christian life. Projects are led and run by our church volunteers, staff, and partner agencies as well as volunteers from the wider community. As the CDW you will sensitively get alongside those who are leading and supporting our projects. You will develop and explore ways to support our visitors to engage in meaningful activities, feel at home in our community and exercise independence. You will liaise with local organizations and groups to grow the reach of our community services and develop our capacity. You will also find ways to support our work through applying for small amounts of money and assist the Operations Manager and Treasurer in applying for larger grants.

### Community Programme and Services

The following timetable shows the range of our current programme.

- Simple Supper is for the homeless and vulnerably housed.
- Thursday Lunch is for all with a focus on vulnerable adults.
- Friday Lunch is for all with a focus on the elderly.
- 2 Foodbank Hub Sessions.
- Our work with children and families is led by our Children and Family Worker.

Day	Activity	Lead
Mondays	<i>10.00-11.30 Toddler Group (term time)</i> <b>4-5.30pm Foodbank</b> <b>6pm Simple Supper</b> <i>7pm Monday Prayers</i>	<i>Anna Pile</i> <b>Foodbank volunteers</b> <b>St Paul's Team</b> <i>St Paul's Team</i>
Thursdays	<b>11am Botanic Walk (monthly)</b> <b>11am Laundry Room Singers</b> <i>12.15 Candle Prayers</i> <b>12.30 Thursday Lunch</b>	<b>Volunteers</b> <b>Victoria Royce</b> <i>St Paul's Team</i> <b>St Paul's Team</b>
Fridays	<i>12:00 noon Holy Communion</i> <b>12:30 Friday Lunch</b> <b>3.30-5.30pm Foodbank</b>	<i>Priest/LLM</i> <b>St Paul's Team</b> <b>Foodbank Volunteers</b>

## Working Hours and Days

**Mondays 11-7pm, Thursdays 9-5pm (or 10-6pm), Fridays 10am-6pm**

This is in order to cover our community activities.

*It is not possible for the post-holder to work from home due to the nature of the role.*

## Key Responsibilities

- **Community Building & Engagement:** Develop and manage our community programmes, offering tailored activities and programs that meet the needs and strengths of the community. Be responsible for our key partnership with the Foodbank, including being responsible for issuing vouchers at the two distribution sessions.
- **Support & Empowerment:** Work closely with volunteers to provide encouragement and support, fostering a sense of belonging and empowerment among community centre visitors. Develop a steering group to help amplify the voices of marginalised individuals and groups, as well as working with the established Hospitality Group run by one of our Licensed Lay Ministers.
- **Partnership Development:** Maintain and strengthen partnerships with local organisations and agencies, ensuring integrated and holistic support for service users, e.g. Cambridge City Foodbank, Cambridge Churches Homeless Project, GP surgeries, Botanic Gardens, local churches.
- **Operational Leadership:** Assist in the community centre's weekly operations, including recruiting and coordinating volunteers, engaging well with one-off drop ins and enquiries, signposting and referring on.
- **Promotion & Outreach:** Promote the community centre activities and conduct outreach to engage vulnerable groups, ensuring inclusivity and diversity.
- **Monitoring, Evaluation, and Compliance:** Use tools to track participation and outcomes, ensuring compliance with funders (where necessary) as well as our own strategic objectives. Report to Parish Church Council and communicate well with our Sunday congregation.

## PART 2: PERSON SPECIFICATION

<b>Professional Experience and Qualifications</b>	<b>Essential</b>	<b>Desirable</b>
Minimum of five years' experience of working within a community context, with direct experience of supporting vulnerable adults. We work with the vulnerably housed, the homeless, the elderly, those with mental ill health and with learning and physical disabilities. We would expect you to have strong experience with at least two of those groups.	x	
Proven commitment to continued professional/personal development and training.	x	
Relevant degree or vocational qualification in a related subject area.		X
Up-to-date training and knowledge of safeguarding for vulnerable adults and willingness to undergo Church of England specific training.	x	
<b>Skills and Knowledge</b>	<b>Essential</b>	<b>Desirable</b>
Knowledge and experience of working for a charity.	x	
Practical experience in setting up and running community projects, with a focus on empowerment and community building.	x	
Experience of safely recruiting and managing a wide range of volunteers.	x	
Proven ICT skills including Microsoft 365 and OneDrive. Able to maintain effective data management procedures and good understanding of GDPR.	x	
Experience of working as a reflective practitioner. Experience of evaluating community development projects.	x	
Ability to manage a budget with knowledge of how to work with community groups and individuals in a way that empowers them to secure finances and resources for their own community aspirations.		x
Able to do presentations, report verbally and in writing, to a range of partners and agencies and to St Paul's PCC.		x

Commitment to Equal Opportunities and alert to diversity issues, including knowledge of best practice in these areas.	x	
<b>Personal Qualities and Attributes</b>	<b>Essential</b>	<b>Desirable</b>
Strong communication and interpersonal skills, ability to work well within a team.	x	
Ability to work collaboratively with other professionals and organizations. Flexible and ability to adapt to changing needs and situations.	x	
Empathy and ability to connect with people on a personal level, able to interact well with a wide variety of people.	x	
Understanding of the importance of maintaining professional boundaries and skilled at modelling the setting of boundaries.	x	
<b>Other Requirements</b>		
Enhanced level DBS check and confidential declaration. [Note: enhanced level clearance is required for this post which entails working with vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974, under the Exemptions Order, 1975).	x	

## **PART 3: KEY RELATIONSHIPS & ACCOUNTABILITY**

The post holder will be line managed by the Operations Manager, with additional 1-1 support and guidance from the Vicar. They will be part of the St Paul's staff team, which includes:

- The Rev'd Imogen Nay- Vicar (All 4 cs)
- The Rev'd Dr. Becky Applin Warner – Curate (part-time, Congregation + Culture)
- Joanne Koehler, Operations Manager (Operations/all 4 cs)
- Sarah Collins, Booking and Marketing Manager (Commerce)
- Anna Pile, Children and Family Worker (Congregation + Compassion)
- Laura Swindell, Church and Centre Assistant (Operations/all 4 cs)

### **Office Holders**

- Church Wardens
- Treasurer
- Trustees of the Parish Church Council

### **Why Join Us?**

**Impact:** Your work will directly impact the lives of vulnerable individuals and communities in need.

**Collaborative Culture:** Be part of a passionate and dedicated team.

**Professional Growth:** Develop your skills and knowledge in a supportive environment.

Other employee benefits include:

- Annual Leave: 25 days plus bank holidays (pro rata for part time) + extra discretionary days at Christmas.
- Workplace pension scheme.
- Small and friendly team.
- A great location at the heart of an international city.