

Community Development Worker

Responsible to:	Programmes Manager
Based at:	Active Horizons, Community Centre, Erith.
Hours:	25 hrs per week, Over 4 days including evenings & Weekends.
Salary:	£17200 per annum
Pension:	4% employer contribution
Contract:	One-year contract (Immediate Start)
Probation:	3 Months
Closing Date:	23 April 2024

Because of the nature of our client group, a satisfactory enhanced level Criminal Records disclosure is required for this post.

About Active Horizons

Active Horizons is youth led organisation that was set up to create a platform for young people to promote active participation and advance youth leadership. We are based in Erith (Southeast London) in the heart of London Borough of Bexley. and we engage young peoples who are Black Ethnic and Minority community. Active Horizons provides a platform where young people can benefit from all social, and economic issues in the society.

Job purpose

The role involves working with young people, families and whole communities, empowering them to improve their mental health and wellbeing. Working

- Develop, plan and execute community activities and events.
- Develop and coordinate an active forum that will run weekly
- Develop new resources in dialogue with the community and evaluate existing programmes
- Build links with other groups and agencies
- Help to raise public awareness on issues relevant to the community
- Prepare reports and policies
- Raise and manage funds
- Develop and implement strategies

- Liaise with members of the community to improve services
- Build sustainable relationship with partners such as statutory agencies and external organisations.
- Identify their assets, needs, opportunities, rights and responsibilities
- Plan what they want to achieve and take appropriate action
- Develop activities and services to generate aspiration and confidence.

Attributes: You need to have the following attributes,

- Passionate about Youth Work and Community Empowerment.
- Respectful
- Friendly- A people's person
- Highly organised
- Trustworthy
- Highly Flexible and adaptable
- Ability to work under pressure.
- Team player and able to work on initiative.

KEY RESPONSIBILITIES

Direct group works and one-to-one work with young people and families in an empowering way to increase the self-esteem and confidence of community.

- To manage the community hub including planning activities.
- Manage venue bookings at the hub.
- Liaise with members of the community that visit and use the community hub.
- Coordinate the Community Kitchen initiative.
- To create publicity information and materials.
- Attend external engagement meetings representing Active Horizons
- Support the young people to develop youth-led initiatives.
- Manage the monitoring and evaluation of activities.
- Carry out some other key responsibilities as directed by line manager.

Monitoring and Evaluation

- Work with the Programmes Manager to conduct ongoing evaluation of the project in a way which is accessible to all service users
- Keep monitoring data to produce reports which demonstrate the outcomes and outputs for the young people and key stakeholders involved in the project

Diversity and Equal Opportunity

- Ensure that regular communications –both verbal and written – with service users are in an accessible and appropriate format.

- Work within a multi-disciplinary teams with partner organisations, to ensure the service is equally promoted and accessible to all.

General

- Maintain accurate and appropriate records of all work undertaken with service users, and produce reports as needed
- Work collaboratively with colleagues across Active Horizons: cross-referring service users, taking part in team meetings, organisational development, and being involved in Active Horizons wide events
- Work within Active Horizons’ policies and procedures, and support the project co coordinator to review and develop service-specific policies and procedures as needed
- Attend regular supervision with the project co-ordinator, and be willing to undertake training and professional development as needed
- Maintain an awareness of legal and policy changes and good practice, as they affect young people and volunteers.

Deadline for application is 29 September 2023

To submit your interest complete the Job Application in full on website.

www.activehorizons.org

To speak to someone about the job you can contact 07305799625.

We receive more applications, and we are unlikely to give feedback to everyone, if you do not hear from us by 5 October you will not be successful.

PERSON SPECIFICATION

The post holder will need to able to demonstrate the following competences to a high level and want to use these to the full in their work. We will be looking for evidence of all the following key competences during the selection process.

Qualifications and Experiences

ATTRIBUTES	ESSENTIAL	DESIRABLE
Skills & Experience:	<ul style="list-style-type: none"> • Level 3 or equivalent in Youth work, Community Studies or equivalent 	<ul style="list-style-type: none"> • Knowledge of local, networks.

	<ul style="list-style-type: none"> • At least 2 years experience in youth and community work either paid or unpaid • Excellent literacy & effective communication/presentation skills. • The ability to flexible and unsociable hours. • Knowledge of Social policy impacting upon refugee and migrant communities • Ability to work on own initiative as required and an ability to manage time and priorities • Effective policy engagement techniques for community groups at a local, regional and national level. • Experience of direct face to face work with refugee or migrant community organisations • Ability to organise and run group sessions with community members including, planning and presenting • Ability to identify and encourage potential in others. Aptitude for building good rapport with young people. 	<ul style="list-style-type: none"> • Direct experience of refugee and migrant issues
Disposition/Attitude:	<ul style="list-style-type: none"> • Shares Active Horizons ethos & values. • Passion for young people’s participation. • Collaborative & supportive team worker. • Energetic, organised, effective & resourceful. • Positive and diplomatic. • Able to lead & work under pressure. 	
Practical Skills:	<ul style="list-style-type: none"> • IT proficient – particularly in MS Word, Excel, PowerPoint & Outlook. 	<ul style="list-style-type: none"> • Use of social media in youth engagement.

<p>Special Circumstances:</p>	<ul style="list-style-type: none"> • Willing to work flexibly including some evenings and weekends • A commitment to support colleagues and work as a team 	
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Summary of terms and conditions of employment

Probationary Period

The appointment is subject to a probationary period of 3 months

Holidays

Staff working on this post will have 17 days of holiday a year addition to normal bank holidays.

Conditions of offer

A satisfactory enhanced level Criminal Records Bureau disclosure is required for this post

All posts offered are subject to the receipt of satisfactory references, evidence of qualifications and evidence of entitlement to work in the UK.

Equal Opportunities Active Horizons is committed to the principle of equality of opportunity. No applicant or member of staff will be treated less favourably than another because of his or her sex, marital status, sexual orientation, religious belief, age, racial group or disability.