



St Monica Trust

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# Community Development Worker (Bristol Ageing Better Project, Stockwood Communities in Transition) Role Profile

**Role purpose:**

Reporting to the Community Development Manager to deliver the Bristol Ageing Better Communities in Transition project in Stockwood and surrounding areas. Working with the local community to facilitate a vibrant hub of activities that meet the needs of older people, and empower older people to influence decisions.

**Hours of work:**

Required hours will be stated on the job advert and will vary according to our needs and sites. Some flexibility will be required due to the nature of the work.



## Duties

1. To adopt an Asset Based Approach to Community Development.
2. Mapping the existing older people's services and activities in the local community.
3. Engaging effectively with older people in the local area and identifying older people's priorities in order to promote their well-being.
4. Building and maintaining positive relationships with local service providers to ensure a coordinated approach.
5. Responsible for developing and leading local partnership initiatives.
6. Maintaining knowledge of local funding streams and making relevant applications, in consultation with the Community Development Manager.
7. Managing allocation of funds to community projects, and collecting appropriate monitoring data.
8. Providing updates and reports to Bristol Ageing Better and the Community Development Manager as required.

## Main Tasks

1. To get to know the local area well and map the activities relevant for older people currently taking place.
2. Identify community assets through the Local Advisory Group, focus groups, workshops, community engagement events, door knocking etc.
3. Identify where there may be gaps in services and work with relevant individuals and groups to connect people and ensure a network of activities, which promote the health, well-being and influence of older people.
4. Empower and support local organisations and individuals to develop a range of projects which benefit older people in the local area, in line with the Bristol Ageing Better objectives.
5. Use local knowledge and co-ordinate local skills to ensure that delivery mechanisms are fully representative of older people and their priorities are being addressed effectively.
6. Build and sustain constructive relationships with local authority, community and voluntary sector providers to avoid duplication; to contribute to a coordinated approach; and to work within governance structures such as Neighbourhood Partnerships.
7. Communicate the St Monica Trust and Bristol Ageing Better vision and purpose to local professionals, volunteers and participants and work with them positively towards shared goals.



8. Work with external organisations on pre-defined initiatives. Building relationships, developing plans and ideas and working to ensure the initiative is implemented successfully.
9. To keep abreast of local developments and funding opportunities, supporting and making funding applications where appropriate (in consultation with the Community Development Manager).
10. To undertake relevant administrative tasks to support Asset Based Community Development and to comply with requirements of Bristol Ageing Better monitoring.
11. Recruit, coordinate, support and develop a network of volunteers who will help to deliver the vision and purpose of Bristol Ageing Better
12. Manage a small budget, and keep appropriate records as required.
13. Provide both verbal and written updates and reports as required in order to represent accurately the development of the Community Development hub.
14. To represent the work of St Monica Trust and Bristol Ageing Better positively, attending appropriate meetings as required.
15. Any other duties reasonably requested, as and when required.

<b>Person specification</b>
The skills, knowledge, qualifications and experience listed here are requirements of the role and are assessed at different stages of our recruitment and selection process. Use this information to help you complete the 'further information' section of the application form.
<b>Skills</b>
<b>Communication</b> Clear written and verbal communication skills. Active listening skills. Negotiating and influencing skills. Attention to detail. Ability to communicate professionally with external parties and members of the public.
<b>Thinking Style</b> Uses creativity to unblock barriers. Good use of initiative and intuition. Flexible and adaptable in style. Drive and motivation. Evidence of interest to learn and succeed.
<b>Working with others</b> Good at relationship and network building. Ability to handle challenging interpersonal situations and potential conflict. A welcoming and approachable style. Able to build positive working relationships with people from all walks of life. Ability to work independently. Ability to inspire and support others through change.
<b>Well-being and Values</b> Has an understanding of older people's abilities and aspirations. Understanding of and commitment to Equality, Diversity & Inclusion. Demonstrates the Trust core values: We are people people; we are caring; we are responsive; we are honest; we are inspirational; we are dedicated.
<b>Time management</b> Organising skills – being able to plan ahead, meet deadlines whilst also able to work in a constantly changing environment. A flexible approach to working hours, working outside normal hours when required. Ability to prioritise and work under pressure.



<b>Qualifications</b>	<b>Essential</b>	<b>Desirable</b>
Educated to degree level or equivalent	✓	
Degree in Community Development, Regeneration, Social Policy or similar relevant discipline		✓
Drivers licence (full/valid) and access to own transport	✓	
<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>
Working within community development to include the duties above	✓	
Introducing local and neighbourhood engagement and involvement structures	✓	
Working with elected members on issues of local governance, liaison with service providers, strategic planning, priority-setting and performance management		✓
Working with older people		✓
Budgetary control and financial management		✓
People management		✓
Ability to write clear and concise reports	✓	
Ability to construct and deliver presentations	✓	
<b>Knowledge</b>	<b>Essential</b>	<b>Desirable</b>
Understanding of, and commitment to, Asset Based Community Development	✓	
Clear understanding of local authority, community and voluntary sectors	✓	
Issues affecting older people	✓	
Issues facing new communities and long-standing communities experiencing changes.		✓
Developing funding proposals		✓
<b>Additional information</b>		
<ul style="list-style-type: none"> <li>Duties must be carried out in compliance with St Monica Trust's Equality and Diversity Policy.</li> <li>This role profile contains the principal accountabilities relating to this post and does not describe in detail all the duties required to carry them out. There will from time to time be a variation of duties depending on participants' and units' needs.</li> </ul>		