



## St. Luke the Evangelist Scottish Episcopal Church

### Job Description

|                                |   |
|--------------------------------|---|
| <b>Job Title:</b>              | Community Development Worker  |
| <b>Responsible to:</b>         | The Vestry, St Luke's Scottish Episcopal Church, Glenrothes   |
| <b>Salary:</b>                 | £21,000 per annum pro rata  |
| <b>Hours of work:</b>          | 15 hours per week (Year 1), Flexible hours, including evenings and weekends.  |
| <b>Contract:</b>               | Part-Time, 12 months fixed-term post  |
| <b>Funding:</b>                | The National Lottery Community Fund   |
| <b>Office Base:</b>            | St Luke's Scottish Episcopal Church, Auchmuty, Glenrothes   |
| <b>Pension:</b>                | The employee will be assessed under auto-enrolment pension legislation and if eligible, minimum contributions will be made. |
| <b>Annual Leave:</b>           | 25 days, plus public bank holidays pro rata   |
| <b>Criminal Records Check:</b> | A Basic disclosure will be required   |



### The Role:

- Could you be part of something new and transformative? We have an exciting opportunity for a motivated and enthusiastic individual to be part of our community project known as Peace 'n' Jam.
- The Community Development Worker will take a lead in developing and supporting the establishment of a community café and social hub within our church which is located in the Auchmuty area of Fife.
- You will focus on connecting people and community organisations in Auchmuty and the surrounding area.

### Key Responsibilities

1. Build and enhance the project's community relationships in the Auchmuty and surrounding area to encourage community involvement and participation in the activities and/or services.
2. Work closely with local charities, community connectors, initiatives, groups and individuals to build operational links, providing regular communication to those participating and others.
3. Manage the wider (non-catering) activities and/or services of the project and manage time effectively.
4. Find funding for the Peace 'n' Jam project and to develop applications, in partnership with the steering group.

## Operational Duties

5. Develop models of listening and engagement with local charities, initiatives, schools, groups and individuals.
6. Implement effective signposting to activities and/or services that will enable all to be included in our project.
7. Identify gaps in the provision of our project and/or activities/services in consultation with the community, and work with the steering group to plan and deliver a solution.
8. Develop and implement a marketing and communications strategy to ensure the project connects with the community.
9. Lead on the use of social media platforms (such as Facebook, Instagram, Twitter, LinkedIn, Pinterest, YouTube, and Snapchat) to build our vision, increase participation and drive website traffic.
10. Market and represent the project widely at all levels to ensure maximum awareness of the service.
11. Work alongside the Café Manager/ team and steering group to ensure that our project and/or activities/services can be used by people of all abilities and disabilities.
12. Provide project administrative support as determined by the steering group to ensure that proper records/community space booking information are kept up to date.
13. Conduct reviews with all participants and stakeholders to ensure useful and sustainable benefits have been achieved.
14. Process and update monitoring information for participants.
15. Ensure that end-of-programme evaluations and reports are produced as required for internal and external purposes where appropriate in partnership with the Café Manager/ team and steering group.
16. Participate in any internal /external meetings as required.
17. Participate in training as determined by the Vestry.
18. Attend project meetings and events, to maintain strong networking links.

## Other Duties

19. To ensure adherence to, and implementation of, all relevant legislation and Annexe Communities policies, including Health & Safety.
20. Participate in ongoing supervision and appraisals.
21. To work in association with the the Café Manager to ensure that proper financial records of the project are kept up to date.
22. To carry out any other reasonable duties required by the Vestry.

This job description will be subject to review in the light of changing circumstances and may include any other duties and responsibilities as may be determined in consultation with the jobholder. It is not intended to be rigid or inflexible but should be regarded as providing guidelines within which the individual works.

## Person Specification: Community Development Worker

|                       | <b>ESSENTIAL</b>  | <b>DESIRABLE</b>        |
|-----------------------|---|-------------------------|
| <b>Qualifications</b> | <p>Qualified to HNC or similar or accredited training in community development, or similar, or significant, (minimum of 2 years') relevant and recent work or volunteer experience in this area.</p> <p>On-going commitment to continuing professional development including willingness to work towards qualification and accredited training.</p> | First Aid qualification |

|                          |  |   |
|--------------------------|--|---|
| <p><b>Knowledge</b></p>  | <p>Comprehensive knowledge of the principles of community development in the voluntary sector.</p> <p>Knowledge/experience of community participation techniques.</p> <p>Knowledge of effective communication techniques and approaches suitable for different audiences.</p>  | <p>An understanding of the challenges facing the population of Glenrothes.</p> <p>An understanding of local and national policy which impacts on communities, particularly those who are most vulnerable or most severely affected.</p> <p>Understanding of local communities and the issues that face them.</p> <p>Knowledge of the funding environments and success in bidding for funds.</p> |
| <p><b>Experience</b></p> | <p>Experience of setting up creative and appealing events and activities and engaging widely in the community.</p> <p>Experience of gathering relevant information for monitoring, evaluating and to inform ongoing development of the project.</p> <p>Experience of report writing for a variety of recipients, including partners, stakeholders and funders.</p> <p>Experience of partnership working.</p> <p>Working with the Community and Voluntary Sector management groups and committees.</p> <p>A <b>Basic disclosure</b> will be required.</p> | <p>Success in delivering community development projects which have resulted in meaningful change.</p> <p>Experience of managing and supporting volunteers.</p> <p>Experience providing advice/signposting to services.</p>  |
| <p><b>Skills</b></p>     | <p>Excellent communication skills both written and verbal.</p> <p>Ability to relate to people from a wide range of backgrounds, with the skills to motivate and encourage them to take action.</p> <p>Ability to work flexibly including hours and location.</p> <p>Ability to manage, monitor, plan and prioritise your time effectively.</p> <p>Computer literacy with familiarity in using Microsoft Office, email, webpage, databases, Zoom and social media.</p>  | <p>Ability to speak confidently and be able to present your knowledge and findings in a structured and coherent way.</p>  |

|                           |  |  |
|---------------------------|--|--|
| <b>Personal Qualities</b> | <p>Confident in working 'on the ground' in the community.</p> <p>Positive approach to team working but also able to work on own initiative.</p> <p>Commitment and enthusiasm.</p> <p>Punctuality, reliability and integrity.</p> |  |
|---------------------------|--|--|

## Peace 'n' Jam

### Background Information

Peace 'n' Jam is an exciting new three-year long project (activity) funded by The National Lottery Community Fund. This has will allow for the refurbishment of the non-worship space within the church to establish a community café and social hub. Peace 'n 'Jam will allow people to come together to build relationships and benefit from low cost nutritious meals. The café will benefit all the residents, families, young people and the elderly, of the Warout/Auchmuty area and beyond. The creation of two new flexible rooms will provide further space to support the diverse needs of the community and the various Community groups providing activities / services in the Auchmuty area.

### Mission:

To make a positive difference to the lives of the individuals (people) groups and the community groups of Auchmuty

### Values are:

- To work with professionalism and integrity in an open and accountable way.
- To work in partnership with other bodies.
- To promote equality of opportunity and equity of access in all we do.
- To value and develop our team.
- To use our influence to reduce isolation and disadvantage
- To work for the benefit of all in our community

### Outcomes:

- The community of Warout /Auchmuty will benefit from an improved Community space
- Community members are more socially connected
- Community organisations are better connected to each other
- Community organisations have better, more accessible spaces to deliver their work

## Application Process

We welcome your interest in the Community Development Worker role. Before completing and returning an application form, we ask that you read these guidelines fully.

Peace 'n' Jam is committed to equality, diversity and inclusion.

The Vestry will shortlist applications, considering only information that is relevant:

- what the job involves;
- what skills, qualities and experience a person will need to do it;
- employment history;
- education, training and qualifications.

We believe this approach ensures good practice recruitment with your application being considered on skills and experience, rather than or other information.

Please do not send CVs as they will not be accepted.

If you need us to make certain changes (known as 'reasonable adjustments') to make sure you're not disadvantaged during the recruitment process, you should contact us as soon as possible. Email us at [enquires@stlukes-glenrothes.org](mailto:enquires@stlukes-glenrothes.org).

The Vestry is committed to safeguarding as an integral part of the activity of the charity. **You will need a Basic disclosure for this role.**

If you have any other questions about this opportunity, please call 01529 764911 or email [enquires@stlukes-glenrothes.org](mailto:enquires@stlukes-glenrothes.org).

## Interview

Interviews are scheduled to take place between 7th and 9th December 2020 and may take place by Zoom.

Applicants invited for an interview may be requested to deliver a presentation (maximum 5 minutes) on a subject to be provided prior to the date.

If you are successful in being selected for the interview, we will **write** to you to confirm the date, time and location of your interview.

Due to practical constraints, will not confirm receipt of application forms. Applicants who are not short-listed for interview will not be contacted.

## Returning your application

Applications should be emailed to [enquires@stlukes-glenrothes.org](mailto:enquires@stlukes-glenrothes.org)

Alternatively, applications can be posted to: Peace 'n' Jam, c/o 2 Newton Road Glenrothes, Fife KY76QR.

All forms must be received by 12 noon on the closing date, **Monday 30th November 2020**.

**Please note that applications received after the given deadline will not be considered.**

## Equal and Diversity Statement

The Scottish Episcopal Church is diverse in its tradition, outlook and culture. Such diversity enriches the Church and is expressed in warm relationships of mutual respect for one another.

The Vestry of St. Luke's celebrates and welcomes diversity in our church and in society as a whole. Thus, we make every effort to promote equality, diversity and inclusion and eliminate discrimination.

Our Peace 'n' Jam project puts equality at the heart of its activity. We aspire to reflect the diversity of Scotland and make the most of the skills different people in our local community can bring to our project.

To support this, we seek to ensure that our recruitment and selection processes are fair and we do not discriminate against candidates. You will not be discriminated against for any of the following reasons:

- age
- gender reassignment
- being married or in a civil partnership
- being pregnant or on maternity leave
- disability
- race
- religion or belief
- sex
- sexual orientation

These are called protected characteristics.

You will not be treated less favourably based on whether you are, or are not, a trade union member or have caring responsibilities.

### Asking for reasonable adjustments

If you need us to make certain changes (known as 'reasonable adjustments') to make sure you're not disadvantaged during the recruitment process, you should contact us as soon as possible. Email us at [enquires@stlukes-glenrothes.org](mailto:enquires@stlukes-glenrothes.org).

### Safeguarding, Disclosure and Criminal Record Checks

The Vestry is committed to safeguarding as an integral part of the activity of the charity. We believe everyone who participates with church activities is responsible for promoting a safe place even where the role doesn't involve any direct contact with children or protected adults.

You may need a criminal record check from Disclosure Scotland if you're applying for paid or unpaid work, or volunteering.

Disclosure means sharing sensitive personal information. Disclosure Scotland checks and shares information about people's criminal records. This helps organisations to employ the right people for certain types of work, like working with children or protected adults.

The type of check to be used depends on the voluntary or paid work you're doing or the role you are carrying out.

#### **You will need a Basic disclosure for this role.**

A basic disclosure is the most common and lowest level of disclosure available. It includes information on any **'unspent' convictions** the person has.



Under the Rehabilitation of Offenders Act 1974, some criminal convictions can be treated as 'spent' – meaning they're not relevant to basic disclosure – after a certain length of time. Spent convictions are not included on a basic disclosure.

The Vestry is committed to good practice recruitment. We do not request 'unspent' criminal record information during the initial application stage of recruitment. To this end, an applicant will be assessed on their skills and experience, rather than their background, **unless strictly relevant to the role.**

### **Data Protection**

The Data Protection Act 2018 controls how your personal information is used by us. Everyone responsible for using personal data has to follow strict rules called 'data protection principles.' Please read our [Privacy Policy](#), together with the privacy notice below, as it contains important information about how we collect, manage, use and protect your personal data.

### **Privacy Notice**

If you apply online for a position with our Peace 'n' Jam project, we will use the information you provide to assist in the recruitment selection process and as set out above. The Vestry, St Luke's may also seek additional information from other sources, for example, by using your references. References will only be taken up for applicants who are shortlisted for interview, or unless we ask your permission to do so.

Information provided on the application form and any information obtained from other sources will be retained in all cases in hard copy format and/or electronically securely and only for as long as is required for the purposes of:

- the administration of your application
- forming the basis of your employment records, if your application is successful
- discharging any legal or regulatory requirements
- contacting you in relation to your application (this could be by email, post or SMS)

By submitting your application online or by post you will be giving your consent to The Vestry, St Luke's to process your personal and sensitive personal data for the purposes explained above. Should you wish to withdraw your application, please contact [enquires@stlukes-glenrothes.org](mailto:enquires@stlukes-glenrothes.org).

Should you wish to see a copy of the information held by The Vestry, St Luke's which you have provided as part of your application for employment, this information will be provided within 30 days of receipt of your request. Any request should be made in writing to the Peace 'n' Jam, c/o 2 Newton Road Glenrothes, Fife KY76QR or via email to [enquires@stlukes-glenrothes.org](mailto:enquires@stlukes-glenrothes.org).