



The Trust for Developing Communities
Community Development Support
Worker
Job Application Pack



The Trust for Developing Communities

Registered Address: Community Base, 113 Queens Road, Brighton, BN1 3XG
Company Limited by Guarantee Registration Number: 3939332 | Registered Charity Number: 1106623
Tel: 01273 234 769 | Email: info@trustdevcom.org.uk | Web: www.trustdevcom.org.uk

Welcome Letter

Thank you for your interest in being a Community Development Support Worker with TDC.

Community Development Support Workers are key to connecting and empowering people in our communities and helping our development workers and community volunteers plan, coordinate and facilitate projects to make improvements to our communities.

We are looking for proactive and responsive people who are excellent team players as well as good at working independently.

The right candidate will have some experience of working in a community setting and building relationships with different individuals and groups. They will be organised and a great communicator and have skills in some of the following areas: administration, project-planning, hosting events, running activities, social media, communications, fundraising and reporting on projects.

This pack explains how to apply, gives you more information about the job and about TDC.

Please get in touch with any questions and we look forward to hearing from you.

Athol Hallé,
Chief Executive, The Trust for Developing Communities

About TDC

TDC is a charity working with adults, young people and older people in Brighton and Hove since the year 2000.

Our Vision is for Brighton and Hove to become a city of equality, diversity and inclusion where our communities thrive.

Our Mission is to deliver community-led solutions.

TDC Values

Community “Strong communities are the key to health and happiness!”

Equality “None of us can truly thrive whilst some of us are in poverty!”

Diversity “Our diversity is our strength!”

Inclusion “There is no ‘them and us’ only us!”

Application Process

To Apply

Please send your completed application form to info@trustdevcom.org.uk by **10am on Monday 1st November 2021**.

We will contact you that afternoon if we want you to come for an interview.

Interviews

Relaxed and friendly 30-45 minute interviews will be held on **5th November** between **9.30am and 3pm**.

We can arrange another time if needed.

Your interview will be at Community Base, 113 Queens Road Brighton, BN1 3XG

If you would like help completing your application form, please contact:

Kalishia Davey TDC Community Learning Coordinator, KalishiaDavey@trustdevcom.org.uk

If you would like to know more about this role, please contact:

Kirsty Walker, kirstywalker@trustdevcom.org.uk or 01273 234 769

TDC is committed to achieving greater diversity in its Staff Team and welcomes applications from people any sex, gender, race, age, sexuality, belief, or disability.

If you are successful, we will support you to check how this income will affect any benefits you get.

Good luck!

Community Development Support Worker Job Description

Overview

Job Title: Community Development Support Worker

Hours: 21 Hours per week

Contract: 6 months Fixed term contract with the possibility for extension

Salary Scale: £22,183 - £25,481 per annum pro-rata (NJC Scale points 12 to 19) + 6% pension.

Holiday: 25 days a year, plus an extra 3 days at Christmas, and all Bank Holidays. Pro-rata.

Location: TDC's head office is at Community Base, 113 Queen's Road, Brighton.

Reporting to: Citywide Manager

Objective

To provide support to community groups and events across Brighton and Hove to help them to achieve their goals

Principal Responsibilities

1. **Community Engagement.** Engage with communities of geography, identity and interest across Brighton and Hove.
2. **Community Development support.** To support the work of TDC with the planning and development of various community groups, networks, events and projects
3. **Admin Support.** To provide administrative support to community groups, for monitoring, fundraising, recruitment and other processes vital to the smooth operation of Community groups
4. **Meetings Support.** To provide administrative support for meetings including coordinating dates, booking rooms, distributing papers, arranging refreshments, preparing rooms, taking and distributing minutes.
5. **Record Keeping.** Keep accurate and up-to-date records of all group engagements to measure outcomes and progress.
6. **Monitoring and Performance.** Provide monitoring and evaluation information as requested.
7. **Connecting people.** Connect and celebrate key community dates through online and in person engagement activities
8. **Communications.** Develop and cascade communications across the communities, creating networks and building relationships with Public & Voluntary services in Brighton & Hove.
9. **Signposting.** Signpost groups and individuals to National & City organisations for members of the community.

General

1. **Equal Opportunities.** To implement and promote TDC's Equality and Diversity Policy. A positive attitude towards equal opportunities and anti-discrimination practice should permeate all aspects of our work.
 2. **General.** To undertake all other reasonable tasks as requested by your Line Manager.
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Person Specification

Experience, Knowledge & Skills:

1. **Community Work.** Demonstrable experience of community-based work; ideally including some experience of lone working.
2. **Independence.** Working independently; organising, planning and delivering against own work plan.
3. **Community Priorities.** Skills in working with communities on setting priorities.
4. **Partnership Working.** Experience of working in partnership with a range of agencies and professionals.
5. **Community Engagement.** Demonstrable commitment to community engagement principles and practice.
6. **Communications.** Ability to present information clearly, to a high standard, both written and oral; including presenting to a public audience and using appropriate communication tools and media.
7. **Equal Opportunities.** Good understanding and commitment to equal opportunities and experience of working with diverse communities, cultures and faiths.

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