



JOB DESCRIPTION

JOB TITLE	Community Development Worker
LOCATION	Wakefield and Calderdale
HOURS	35 hours per week
SALARY	SCP 7, £27,097 per annum pro rata
CONTRACT	Initial 12 month contract with possibility to extend
REPORTING TO	Team Leader – Wakefield/Calderdale
RESPONSIBLE FOR	Running community development work Wakefield and Calderdale

Organisational Context

Leeds Gypsy and Traveller Exchange (Leeds GATE) is an established and award-winning civil society organisation with a national profile. We are recognised as being innovative, brave and creative. Our overall aim is to improve quality of life for Gypsies and Travellers through addressing inequalities in homes, health, education, and employment, financial and social inclusion. We run a number of community facing and strategic projects to achieve our aims including advocacy, community development and youth work. Those who access our services and activities are members of Leeds GATE.

Job Purpose:

Working across Wakefield and Calderdale you will build trusted relationships with Leeds GATE members, residents and families living on a local authority site, yards, houses and roadside.

Through your relationships you will gain understanding of people's strengths, interests and hobbies, whilst also building up knowledge of the needs of support, barriers and issues faced by Gypsies and Travellers.

As a community development worker you will help to develop and create opportunities to engage the community, such as activities and group work, thinking how these can help people to share their ideas, develop their skills, build confidence and empower them, as well as improving health and wellbeing outcomes to enable better lives. Supporting with our outreach and engagement with families across the 2 areas.

Duties and Responsibilities:

Community Engagement

- To build up good trustworthy and long lasting relationships with members with confidence.
- To encourage new and existing members to be involved in group work, meetings and activities with Leeds GATE making sure members are able to access all the offers available increasing the support available
- To create group activity opportunities with members and run groups with the interest and hobbies of community members in mind.
- To deliver weekly outreach across the Wakefield and Calderdale boroughs on local authority site, private yards homes and roadside with team members to help engagement throughout the community.
- To listen to and identify members issues and concerns and be able to talk about them and support with solutions/ problem solving.
- To help community members access appropriate and relevant external support and to supporting with referrals.
- To deliver health and wellbeing messages and signpost members to beneficial services
- To work in line with health and wellbeing awareness and messages.
- To empower community members, help them have a voice and build confidence.

Team

You will join the Wakefield and Calderdale teams at Leeds GATE and become a key member of staff in order to ensure that community member's needs are met.

- To communicate efficiently with your team in person, via email, phone or Teams.
- To work alongside your team and team leader to develop a work plan of delivery.
- To understand your team's roles and the roles of other members of staff working at Leeds GATE.
- To keep in touch with Leeds GATE specialist and area teams to ensure that community members are receiving the full offer from Leeds GATE.
- To attend team meetings.
- To be available to help other members of staff that may need support some days.

Project Management

- To lead on community development work with support of team leader – planning and allocating tasks to others including participating in project planning meetings.
- To keep accurate records of sessions and to gather feedback from members.
- To work with the team leader to manage an activities budget and follow financial processes and procedures of Leeds GATE.
- To contribute to monitoring forms for the project on time and to a good standard.

Risk Management

- Ensure good risk management within all work delivered particular having clear and up to date risk assessments for activities making sure these are, safe and inclusive – following our processes and policies.
- To respond appropriately to safeguarding concerns in line with safeguarding procedures of the organisation.
- To follow quality assurance processes as directed by your team leader.
- To check in with your team leader when working on site, in houses or roadside when starting and finishing.

Partnerships

- To continue to build relationships with existing partners/services.
- To develop appropriate partnerships across Wakefield and Calderdale.
- To coordinate and deliver community group work and short interventions with partners.
- To help team leader with funding bids.

General Responsibilities

- To be able to manage your own weekly work diary efficiently with good time keeping.
- To be willing and able to travel when required
- To attend all relevant staff team and other meetings as required and produce reports as requested
- To prepare for and participate in regular supervision meetings
- To act in accordance with all Leeds GATE policies, guidelines and terms of employment
- To ensure Leeds GATE Values in all activity
- To undertake appropriate training and personal development programmes
- To contribute to the effective running of the organisation through supporting welcome within the office and supporting GATE events and activities as required
- Use an Asset Based approach, working from people's strengths
- To challenge racism and stigma through your work
- To undertake any other duties appropriate to the post as required

This job description is not necessarily an exhaustive list of duties but is intended to reflect a range of duties the post-holder will perform. The job description will be reviewed regularly and may be changed in the light of experience and in consultation with the post-holder.

Person Specification

	Essential	Desirable
Qualifications	Basic English and Maths	Gypsy & Traveller lived experience or Community health or development qualification
Experience		
	Experience in helping of running group activities.	Experience of working in partnership with other agencies/Services
	Experience of working in a supportive role.	Experience working in the charity or not-for-profit sector.
	Experience in building long lasting and trusting relationships.	Experience of recording information and writing reports
		Experience of setting up and running campaigns such as health awareness days
		Experience of working with Gypsy and Traveller communities or other marginalised groups
Knowledge		
		Awareness of relevant and various health service offers in Wakefield and Calderdale
	Knowledge and understanding of the issues facing Gypsy and Traveller communities, including the impacts of racism, discrimination, and inequality	Knowledge of project management
	Understanding of how issues relating to health are impacting Gypsy and Traveller communities today	Knowledge of monitoring and evaluation
Skills		
	Able to engage and involve our members in all aspects of your work.	Ability to liaise and negotiate with service providers

	Able to develop knowledge and understanding of safeguarding policies and procedures	IT skills, with the ability to use relevant software and systems
	Excellent organisational and administrative skills - able to manage diaries and plan activities	
	To be confident in working independently whilst delivering outreach support	
	Able to work well in a team	
	Able to fill in member records and report/monitoring forms	
	Able to assess risk and fill in risk assessments	
	Ability to travel as required for the role	
Personal Attributes		
	Commitment to GATE's values and mission	
	Self-motivated and proactive.	
	Ability to work well with our members using such skills as listening skills and empathy	
	Committed to your own learning and development, including reflective practice	