



Job Description

Community Development Worker

Positive Action in Recruitment

The new positive action legal provisions mean that it is not unlawful to recruit or promote a candidate who is of equal merit to another candidate, if the chair of the recruitment panel reasonably thinks the candidate has a protected characteristic that is underrepresented in the workforce; or that people with that characteristic suffer a disadvantage connected to that characteristic.

Manchester Settlement is currently underrepresented by staff who are: -

- Men
- Disabled
- Non-White British
- LGBTQ+

Pay £27960(Full time)	Line Manager: Community and Family Manager
Hours: 35 hours per week We are open to discussions regarding variations to full time	Period of contract: 1 year fixed – with the potential for extension
Location: Community Centre based Travel to other Manchester Locations for meetings/events	Main stakeholders: Community members, children, local partners, professionals
Other benefits: Employee Assistance Scheme Discount Scheme 25+ days annual leave (+ bank holidays)	

Community Development Worker Wanted!

Fancy a job where no two days are the same? Want to work in a supportive team, using your skills and experience to serve families and the wider community? If you enjoy variety, helping people and keeping things organised, this could be the job for you.

Manchester Settlement is a Community and Family Hub, supporting children, young people, families and adults at every stage of life. We create welcoming spaces, build trusted relationships and work alongside local people to develop opportunities, activities and support that respond to what our community needs.

We are looking for a Community Development Worker to join our dedicated Community and Family Team. Our aim is to build stronger communities together, with relationships at the heart of everything we do.

Training and development will be offered as part of this role. We want to invest in you, helping you develop your skills, knowledge and confidence and supporting you to grow in the role.

What we're looking for

We're looking for a brilliant, warm all-rounder who will thrive in our busy Community and Family Hub. Someone who enjoys building relationships, has good organisational skills and is happy to get involved wherever they are needed.

The Community Development Worker plays a vital role in making our community hub a vibrant, welcoming and well-used space, combining hands-on community centre service delivery with practical coordination. You'll engage with families(and their children) and community members, support volunteers and help deliver our frontline community activities. You'll also drive our wish to increase the range of activity provided by other organisations from our centre, support the day-to-day running of the centre and maintain strong relationships with local partners and organisations using our spaces.

You'll be an approachable presence around the centre, helping people feel welcome and supporting the groups and organisations delivering services here. You'll enjoy keeping track of practical arrangements, following up enquiries and working with colleagues to resolve everyday issues.

Community development will be rooted in the life of the centre. You'll listen to local people, build on their strengths and ideas, and help them become involved in activities and opportunities. You'll also get out into the neighbourhood to promote what's available, reach people who are not already connected with Manchester Settlement and encourage more community use of the building.

We serve a wonderfully diverse community and want our team to better reflect the people and communities we work alongside. We particularly welcome applications from men, LGBTQ+ people and people from Global Majority backgrounds, who are currently underrepresented within our workforce.

We're looking for someone who brings ideas, energy and flexibility, and who enjoys both working with people and keeping the practical details organised.

Role Purpose

The post holder will increase and enhance the range of services and activities that run from our Community Hub or outreach locations. Some of these activities will be delivered by the post holder and volunteers, some will be secured through partnerships with other organisations. All of the work will be co designed with the community, and there will be a strong focus on measuring impact.

The details

You'll work flexibly across our Community and Family Team. Your role will include:

- Helping deliver welcoming community activities and services with adults and families that respond to local needs.
- Delivering form filling / light touch advice sessions
- Developing new types of provision that you may run along side volunteers
- Getting out into the community, building relationships and encouraging more people to get involved with Manchester Settlement.
- Listening to community voices and helping local people shape what happens at the centre.
- Supporting and encouraging volunteers to contribute their skills, build confidence and get involved in delivering sessions
- Building strong relationships with partners and supporting organisations using our spaces.
- Increasing and improving partnerships with organisations that can deliver an increasing range services and activities from our community hub
- Being a welcoming presence around the centre and helping with the practicalities of day-to-day delivery.
- Keeping records of activity, participation and feedback to help demonstrate the difference our work makes.

Wednesdays and Thursdays will be important working days, when you'll provide regular support and cover for our community services. Access to a car is essential on Thursdays to help collect food supplies. Where your work involves handling food, you'll follow the relevant food safety procedures.

Contract and hours

This will initially be a one-year contract, working 35 hours per week or a slight variant. Working hours can be discussed with the successful applicant, provided they meet the needs of our Community and Family services. You must be available to work on Wednesdays and Thursdays. There will be occasional evening and weekend work.

If you're looking for a varied, practical job where you can build relationships and make a difference in your community, we'd love to hear from you!

You'll need:

- ✓ A sense of humour
- ✓ An authentic, caring nature
- ✓ Plenty of initiative
- ✓ Good organisational skills and attention to detail
- ✓ Energy and the ability to roll with the unexpected
- ✓ Confidence talking to people from all walks of life
- ✓ A willingness to muck in, whatever the task

What we can promise:

- ★ Amazing communities and inspiring people
- ★ Colleagues who support each other
- ★ Lots of variety
- ★ Training and support to develop in your role
- ★ The chance to go home knowing you've made someone's day a little better

Person Specification — Community Development Worker

This is what we're looking for. Your experience can come from paid work, volunteering, studying or your own life. Please use your application to give examples of how you meet the essential criteria. You don't need to meet the desirable criteria.

Essential

- Experience of working face to face with people in providing caring support/ services/programmes
- Able to build warm, trusting relationships with people from a wide range of backgrounds and cultures.
- A good listener who helps people share their ideas and get involved.
- Able to communicate clearly with the public, colleagues and partners, in person and in writing.
- Well organised: able to manage bookings, follow up enquiries, keep accurate records and prioritise in a busy setting.
- Confident using email, online calendars, spreadsheets and other digital tools.
- Able to use your initiative to solve everyday problems, working on your own and as part of a team.
- An understanding of community development: building on people's strengths and ideas.
- An understanding of the inequalities people in our community face, and a commitment to equality, diversity and inclusion.
- An understanding of safeguarding, confidentiality and professional boundaries, including when and how to report concerns.

Desirable

- Experience of outreach or encouraging people who don't usually use services to get involved.
- Experience working with families/ parents alongside their children.
- Experience of recruiting, supporting or working alongside volunteers.
- Experience of supporting adults or families, including giving information, advice or help with forms.
- Experience of gathering feedback and recording the difference activities make.
- Experience of running a community space, co-ordinating room bookings or working with partner organisations.
- Knowledge of local support services, trauma-informed practice or food safety.

Other requirements

- Available to work on Wednesdays and Thursdays, with occasional evenings and weekends.
- A full UK driving licence and access to an insured vehicle on Thursdays to collect food supplies. If this is a barrier because of a disability, please talk to us about reasonable adjustments.
- An Enhanced DBS check and other safer recruitment checks (identity, right to work, employment history and references). We will arrange the DBS check.

Our values

We ask everyone at Manchester Settlement to:

- Be committed to our values, and to social justice and equity.
- Work well as part of the wider team.
- Look for chances to develop yourself and others.