



Job Title: Community Development Worker
Salary: £27,000 - £29,000 per annum
Hours of Work: 37 hours per week
Report to: Neighbourhood Network Scheme Co-Ordinator
Location: Erdington, Birmingham.

Working Relationships

Internal	External
Chief Officer Head of Programmes & Partnerships ENNS Co-Ordinator Head of Operations WLCA Team / Board Members Volunteers	Local Residents, Tenants, & Community Groups Third Sector/Voluntary/Community Sector workers Care/Support Providers Health & Social Care Professionals Funders & Commissioners Strategic Partners

JOB PURPOSE

The Community Development Worker will support the delivery of the Neighborhood Network Scheme in Erdington. Building relationships with community groups and partners to support older people and younger adults (18–49) with additional needs. They will support voluntary groups and organizations to apply for small grants funding through ENNS. They will be working closely with Compass Support and other stakeholders.

JOB DESCRIPTION

Key Tasks & Responsibilities
<ul style="list-style-type: none"> • Map and maintain a community asset register to support residents and social care teams. • Engage and support local community groups. • Promote and assist with the administration of small grants to local community organisations. • Coordinate training and events, deliver workshops that promote health, wellbeing, and community connections. • Support the use of public health impact measures and contribute to monitoring and reporting outcomes. • Represent Erdington NNS at local and citywide forums, networks, and cross-sector meetings. • Collaborate with Compass Support, statutory services, and community partners to ensure joined-up support. • Promote the values, policies, and standards of Witton Lodge Community Association at all times. • Undertake other duties that support the effective delivery of the Scheme.

PERSON SPECIFICATION**Method of Assessment: -
Application Form (A), Interview (I), Test (T)**

Knowledge & Abilities	Method
<ul style="list-style-type: none">• Understanding of issues impacting vulnerable communities	I
<ul style="list-style-type: none">• Skilled in community development.	A/I

Skills	Method
<ul style="list-style-type: none">• Strong stakeholder engagement and communication skills (written, verbal, presentations).	I
<ul style="list-style-type: none">• Event and workshop facilitation skills.	I/T
<ul style="list-style-type: none">• Competent IT skills (Microsoft Office, email, online research, presentations).	I

Experience	Method
<ul style="list-style-type: none">• Experience of working in community settings.	A
<ul style="list-style-type: none">• Experience of engaging and supporting community groups or vulnerable adults.	A
<ul style="list-style-type: none">• Experience of planning and delivering community events, workshops, or training.	A
<ul style="list-style-type: none">• Experience in building relationships with networks, stakeholders, or agencies.	A

Other Requirements	
<ul style="list-style-type: none">• Commitment to equality, diversity, and safeguarding• Willingness to work occasional evenings and weekends.• Enhanced DBS check (renewed every 3 years).	

Other requirements:-

Witton Lodge is committed to rigorous safeguarding and safer recruitment practices; therefore, an enhanced DBS check will be required for this post, ensuring that each individual has been sufficiently checked. (Further DBS checks will be carried out every 3 years and must be successfully passed).

Witton Lodge Community Association operates a Quality Management System (QMS) that has gained ISO 9001:2015 certification and staff are expected to develop and continually improve systems, processes and enhance customer satisfaction by our Quality Policy. As part of our Health & Wellbeing team you will be responsible for:

- Ensuring that customers' needs, and expectation are determined and fulfilled
- Setting Quality Objectives for your work area
- Reviewing, monitoring, and measuring the effectiveness of QMS