

YMCA SCARBOROUGH

JOB DESCRIPTION

Job Title:	<u>Community Engagement and Development Worker</u>
Responsible to:	The Executive Director
Job Purpose:	To research, design and deliver innovative solutions to community problems; to identify and nurture new partnerships which help to maximise opportunities for YMCA Scarborough to increase its impact
Work Hours:	40 hours per week, to include evenings and weekends as required.
Salary:	£20,000 per annum. Permanent position, subject to continuation of funding.
Holiday Entitlement:	5.6 weeks per annum (pro rata), including statutory public holidays (the role may require the working of some public holidays)
Start Date:	March/April 2018
Probationary Period:	Six months

Job Context:

YMCA Scarborough is respected locally and increasingly further afield for the quality of the support we give to young people and others in the local community. Through continued development we now boast some excellent facilities. Our multi-purpose building is used by a diverse range of service users, clients and customers, including children, young people and families, vulnerable members of the local community and theatre-goers. This newly created role will be pivotal in expanding our networks, reach and influence.

Main Purpose of Job:

The Community Engagement and Development Worker will identify and maximise opportunities to promote and develop the facilities, activities and volunteer roles offered at YMCA Scarborough, and will nurture relationships with individuals and organisations with whom we can work to deliver new projects.

The Community Engagement and Development Worker will report directly to, and be managed by, the Executive Director.

Main Duties and Responsibilities:

Research

- Map out services and organisations offering support to different groups in specified areas
- Identify local interests and needs, and ways to meet them
- Identify groups who are currently not being supported effectively
- Identify barriers to engagement and deliver innovative solutions
- Identify opportunities to promote our work eg events, seminars, talks, websites etc
- Identify potential funding streams

Community Engagement and Development

- Establish contact with individuals and organisations offering support locally, and build positive and effective relationships to share information and explore opportunities for joint-working and referral
- Engage with community groups to identify people who may be experiencing difficulty; to promote our activities and gather intelligence on unmet support needs
- Co-ordinate and lead the delivery of projects, activities and services, including but not restricted to Community Wellbeing Hub, working within formal and informal partnership agreements to ensure successful delivery
- Attend events and meetings and give talks and presentations to increase awareness and support of YMCA Scarborough
- Contribute to positive PR and marketing activities, creating and developing opportunities, writing-up Case Studies, Press Releases etc
- Promote, recruit and support volunteers to meet identified needs
- Contribute towards the working-up of funding bids and applications
- Ensure accurate monitoring of all targets, outputs and outcomes in line with YMCA Scarborough's and funders' requirements
- Maintain accurate record-keeping and produce timely and accurate reports and evaluations as required
- Develop and maintain a thorough understanding of, and engagement with, all YMCA activities, and co-ordinate and facilitate external opportunities, eg outside performances/demonstrations
- Co-ordinate and lead as required, regular meetings of community organisations, for information-sharing and project development

SCOPE & LIMITS OF AUTHORITY:

The post places a critical reliance on the post holder's initiative, judgement and professionalism.

The post holder will report directly to the Executive Director.

RELATIONSHIPS:

The post holder is expected to demonstrate role-model behaviours in line with Our Values at all times, building and maintaining strong working relationships with staff, volunteers, young people and adults to maintain and improve the quality of support given. It is imperative that whilst forming supportive relationships, you understand and respect professional boundaries.

The Post Holder will be expected to demonstrate leadership qualities in all relationships.

SCALE AND IMPACT:

The post holder will be a primary point of contact for various individuals and groups.

DISCRETION TO ACT:

The post-holder is expected to exercise his/her discretion in the performance of the duties of the post and to use best practice commensurate with protecting the safety of clients and colleagues, and the effective and efficient use of resources, within the limits agreed with the Executive Director.

ENVIRONMENT:

The post-holder is required to ensure that the rules, regulations and discipline of YMCA Scarborough are maintained for the benefit of members, volunteers, staff and other users of the building.

The duties of the post require flexibility including working occasional unsociable hours and working with disadvantaged groups.

YMCA Scarborough
January 2018

PERSON SPECIFICATION - COMMUNITY ENGAGEMENT AND DEVELOPMENT WORKER

ITEM	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> ➤ A good overall standard of education. 	<ul style="list-style-type: none"> ➤ GCSE Grade A-C English and Maths, or equivalent ➤ A relevant vocational qualification ➤ A full, valid driving licence and the ability to travel around the area
Knowledge, Skills & Experience	<ul style="list-style-type: none"> ➤ Experience of working with voluntary and community groups ➤ Experience of delivering contracts, including achieving targeted outputs and outcomes ➤ Excellent communication and presentation skills ➤ Effective organisational and time management skills ➤ An ability to work unsupervised to agreed tasks and also to work collaboratively with colleagues ➤ An ability to manage an agreed budget ➤ Excellent customer service skills and the ability to resolve problems ➤ Experience of contributing to effective PR and giving talks and presentations ➤ Good IT skills ➤ An understanding of and commitment to client confidentiality 	<ul style="list-style-type: none"> ➤ A good understanding of equality and diversity issues and how they impact on different people ➤ Experience of recruiting and supporting volunteers ➤ Experience of writing-up funding applications ➤ Experience of delivering community development and engagement activities ➤ Experience of reporting and evaluating activity for funders ➤ Experience of contributing to effective and positive PR campaigns
Other		<ul style="list-style-type: none"> ➤ Experience of balancing charitable objectives with business demands
Personal Qualities	<ul style="list-style-type: none"> ➤ You are confident in approaching new people and organisations ➤ You are able to handle conflicting priorities calmly under pressure and to deadlines ➤ You are driven to achieve the very best and motivate others to do the same ➤ You are persistent and resilient - able to keep motivated when faced with unforeseen obstacles ➤ You embrace change and promote change to others - you demonstrate a 'can-do' attitude ➤ You have the capability to reflect constructively on current practice and adapt accordingly. ➤ You are open-minded, keen to learn, take advice and receive feedback ➤ You respect others' opinions and treat everyone equally ➤ You are well-organised, punctual, resilient, utterly reliable, honest, discreet and trust-worthy ➤ You behave in a way that provides a role-model example to others ➤ A satisfactory Enhanced DBS check is required for this position. 	

January 2018