

Application Pack
COMMUNITY DEVELOPMENT WORKER



Photo by Brooke Nagle on Unsplash

Closing Date: Tuesday 30th April 2024 at 12 noon

Address: Quaker Service, 541 Lisburn Road, Belfast, BT9 7GQ

Email: info@quakerservice.com for further information

Thank you for your interest in joining Quaker Service. This new position of Community Development Worker is a critical part of the Charity's intent to evaluate where unmet needs lie within communities in north Belfast, and the post will be key to our outreach activities from our new administrative base at Frederick Street Quaker Meeting House.

Quaker Service is a charity which provides support for all people in Northern Ireland going through difficult times. By working towards a community in which each individual is valued, their voice heard, and their need addressed, we play our part in reducing violence, suffering and disadvantage. Our work is often with those in society who are the most forgotten, unpopular, or sometimes viewed as "undeserving". Our concern is that justice, fairness, and opportunity are not experienced equally by everyone in our community, and to these ends we have been translating Quaker values of peace, equality, truth, and simplicity into action in Northern Ireland since the 1970s.

We are seeking an experienced individual to build relationships, to hear the needs of the local community, and, working alongside individuals, groups and organisations, to initiate support at a community level and offer ways to bring about positive change.

This pack includes information about Quaker Service, the job description and person specification for the post, and the salary scale and benefits of working for us.

If you would like to join our friendly team and you have a passion for making a difference, then we look forward to receiving your application.

A handwritten signature in black ink, appearing to read "Shane Whelehan".

Shane Whelehan
Chief Executive

About us

Whilst our work is entirely secular, our charity ethos is guided by founding Quaker beliefs and values; we recognise and embrace the equal worth, unique nature and potential for greatness in every individual, regardless of life choices or circumstances. You don't need to be a Quaker to work here, though you do need to find yourself in sympathy with our values noted below. Please visit www.quakerservice.com for a sense of our work and history – the site is currently going through redesign so if there is additional information that you require, please contact the office via email at info@quakerservice.com or telephone 02890 201 444. For further reading on the work and interests of Quakers in Ireland please visit <https://quakers-in-ireland.ie>

Value Statements

Our Concern

Justice, fairness and opportunity are not experienced equally by everyone in our community

Our Purpose

Led by Quaker values, to provide services that give support and effect change.

Our Vision

A community in which each individual is valued, their voice heard, and their need addressed.

Our Values

All of our work is value-led - values which we hold in common with Quakers.

Because all human life is of equal worth, we hope to work creatively for **peace** and reconciliation. We seek to give voice where a need presents itself and to find creative ways of dealing with conflict by appealing to the capacity for understanding in ourselves and in others. We recognise the importance of human relationships for individuals, families, and communities. We believe that working in partnership with others to restore positive relationships is beneficial in bringing about reconciliation and can lead to change.

Our belief in **equality** inspires us to challenge those in power and to try to change systems that cause social injustice and hinder us from being a caring community. We aim to treat all people fairly and without judgement, respecting and accepting all, regardless of individual circumstances. We are true to the commitments we make and steadfast and compassionate in the support we provide. Clear sighted as to our purpose, we work quietly and with **integrity**.

As an organisation we seek to ensure that we are financially healthy, that we use our resources responsibly and that we work collaboratively to ensure the best outcomes for those we serve. Aware of our impact on the planet, we recognise our personal and collective role in promoting **sustainability** and of proactive environmental management

Job Description and Personnel Specification

Title of post:	Community Development Worker
Hours of work:	37.5 hours per week. Some evening and weekend work may be required.
Reporting to:	Chief Executive
Salary:	NJC SO2, pts 26 – 28. £34,834 - £36,648
Duration	3 years, with the possibility of extension
Location:	Frederick Street Meeting House, Belfast.

Overview

Quaker Service wishes to employ a Community Development Worker for the lower north Belfast area. The geographical area covered includes the York Street area, Tiger's Bay, Mountcollyer / Duncairn, New Lodge, Carrick Hill, Lower Shankill/Peter's Hill, Sailortown, Ulster University and the Cathedral Quarter.

Quaker Service is moving into Frederick Street Meeting House, where the post holder will be based, and wishes to work with the local community to establish new service where it is most needed.

Purpose of the post

To build relationships, to hear the needs of the local community, and, working alongside individuals, groups and organisations, to initiate support at a community level and offer ways to bring about positive change.

A key priority within 6 months of appointment, will be to complete a scoping exercise that identifies the assets and capacities within the community and builds on the contributions of those living there.

Duties and Responsibilities

- Engage with stakeholders and community assets in the catchment area and develop relationships with them to identify and map existing provision
- Collect data through quantitative and qualitative methodology (via questionnaires/surveys and one to one interviews and focus groups) with an emphasis on the needs of specific groups such as older/younger people, women, families, newcomer populations and students.
- Complete and write up a community scoping exercise which informs Quaker Service of the overall picture in the catchment area, and which identifies the assets and capacities in the community broadly.
- Report to the Chief Executive and, working alongside the Chief Executive and a small Community Development Advisory Group, co-produce a work plan

that engages community groups, individuals, and organisations to prioritise the needs arising from the scoping exercise, and the resources needed to identify ways to meet and support those needs.

To that end, the Community Development Worker will

- Initiate support at a community level where interventions will improve the lives of those facing single or many disadvantages, to offer ways that bring about positive change.
- Build sustainable, long-term solutions through developing leadership and capacity building where possible through volunteering initiatives, policy change, partnership working and leveraging resources.
- Establish new services through liaising with interested groups and individuals
- Be a point of contact for Quaker Service, providing advice, guidance and signposting for citizens, community groups, organisations and others asking for assistance.
- Encourage networking and connections between individuals, groups and organisations.
- Support and promote outreach activities in the community
- Grow, support and manage a volunteer team to support Quaker Service's work in the community
- Liaise specifically with Ulster University's Community Development and Community Youth Work teams to form partnerships and seek the potential for student placements within Quaker Service.

Monitoring and Evaluating

- Design a clear set of Aims and Objectives which establish appropriate monitoring and evaluation systems and gather evidence of impact and change.
- Gather feedback from stakeholders and share findings
- Report activities and progress to the Chief Executive and the Community Development Advisory Group, presenting a written and verbal report every two months during the scoping exercise and quarterly thereafter to this group.

General

- Work within the values and ethos of Quaker Service, taking a non-judgemental approach
- Work in accordance with all policies and procedures of Quaker Service, particularly, but not exclusively, Safeguarding, Data Protection and risk management
- A commitment to own professional development, taking part in relevant training when required
- Prepare for and participate in supervision and annual performance reviews
- Prepare for and participate in team meetings and work effectively as part of a team
- Carry out any other relevant tasks which, from time to time, may be required

Person Specification – Community Development Worker

CATEGORY	ESSENTIAL	DESIRABLE
Experience/ Knowledge	<ol style="list-style-type: none"> 1. Possess a third level qualification (or equivalent) in Community Development or Community Youth Work or comparable qualification which the panel considers relevant 2. At least three years' paid experience of community work 3. Experience of creating partnerships with community groups and voluntary organisations 	<ul style="list-style-type: none"> • Experience of working with and managing volunteers
Attributes	<ol style="list-style-type: none"> 1. Excellent verbal and written communication skills 2. Strong organisational and time management skills 3. Effective team working skills 4. The ability to work on own initiative and to take the lead 5. Confidence in speaking with people on a one-to-one basis and in larger groups 6. The ability to form and maintain relationships with a diverse range of people 7. Commitment and resilience 	
Circumstances	<ul style="list-style-type: none"> • Able to work flexible agreed hours/days including occasional Saturdays/Bank Holidays. 	
Basis and Values	<ul style="list-style-type: none"> • In sympathy with the values that guide the work of Quaker Service. • Able to work in a non-judgemental manner. • Committed to Quaker Services' policy of equality of opportunity. 	

Pay & Benefits

SALARY: NJC SO2 pts 26 – 28, £34,834 -£36,648. Successful candidates will start at the lower rate. Following satisfactory annual appraisals, the postholder will climb one increment per year within the scale published. An annual cost of Living supplement, subject to successful NJC negotiations, may be applied in addition to incremental rises. Salaries are paid on the 25th of each month. Quaker Service is an accredited Real Living Wage employer.

LOCATION: The post-holder will work from Fredrick Street Meeting House

HOURS OF WORK: 37.5 hours per week (may include weekend and some evening work). TOIL model applies.

HOLIDAYS: 12 days statutory holidays plus 20 days annual leave per year.

PENSION SCHEME: Through auto-enrolment Quaker Service currently contributes 3% of your salary and you contribute 5% (under review). You have the option to opt-out or increase your contributions should you wish and to pay your contributions via salary sacrifice.

SICK PAY SCHEME

<u>Length of Continuous Service</u>	<u>Period of Entitlement during any 12-month period</u>
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At least 1 year but less than 4 years.
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2 months full pay followed by 2-months half pay

HEALTH SHIELD: All employees qualify for the company's health cash plan administered by Health Shield. We will cover the cost of the basic entry level for the staff member only. Staff have the option to increase to a higher cover level and to cover family members.

PARKING: Free parking is accessible most of the year subject to the timing of externally scheduled events.

Application Process

Applicants are invited to apply using the application form only, along with completing the equal opportunities monitoring form. If these forms are not available at the source of enquiry, they can be retrieved by emailing info@quakerservice.com.

CVs will not be accepted in lieu of a completed application form.