# Development Worker Job Description

We are looking for an outgoing, passionate team player to make a positive difference to people within the Creggan community through the services and activities we offer.

The Development Worker will be working in partnership within the CNP team alongside your partner development worker to implement the Engage project funding through People and Communities, National Lottery Fund.

You will be responsible for co-ordinating a dynamic programme of social and wellbeing activities, events and outings and deliver the scheduled programme of activities outlined within the project to encourage residents to be active, engaged and connected in the community.

You will develop effective relationships with the community and seek innovative ways to provide a high quality, beneficial programme of activities.

**Project:** Engage

**Job Title:** Development Worker

**Location:** Creggan Neighbourhood Partnership Central Drive, Creggan, Derry, BT48 9QG

**Responsible to:** CNP manager

**Contract Terms:** 3 Year funded post.

**Salary:** Scale 6 (£28,900 - £30,151)

**Hours:** 35 Hours per week (may include evening and weekend work)

**Responsibilities of Development Worker will include:**

* Planning, co-ordinating and delivering an annual programme of relevant and accessible activities outlined within the Engage programme remit.
* Working collaboratively with service providers and partner organisations to provide a holistic approach service delivery.
* Supporting the identification of needs and interests of residents effectively through a variety of consultation tools including surveys and focus groups.
* Meeting regularly with community members to gain insight into their needs.
* Facilitating public outreach efforts to encourage participation in community development projects.
* Researching and recruiting suitably qualified tutors/facilitators and supervising their involvement within the programmes.
* Establishing a team of volunteers to assist within the project delivery.
* Leading in the co-ordination of key community festivities and the daily timetable of activities taking place within the centre.
* Creating, promoting and distribution of all publicity and marketing tools to engage members of the community to participate.
* Oversee the daily running of the CNP social media.
* Appropriate recording and documentation of all activities and programmes.
* Use of procurement to establish value for money and high-quality services.
* Knowledge and use of budgeting, drafting invoices and sourcing quotes.
* Recording of attendance, reporting to funders, monitoring project completion, impact, and results and recording of information through relevant tools.
* Working as part of a team, supervised by the centre manager to develop long term outcomes reflective within our vision statement.
* Sourcing additional funding streams for people led programmes in line with the CNP’S core values.
* Reporting to CNP Centre manager updates and working collaboratively as part of the CNP team.

**Purpose of the role:**

* To be responsible for the day-to-day co-ordination of activities, bookings and services run from the centre and associated outreach services within the community.
* Working alongside the management team in delivering an exceptional range of activities and wellness programmes for residents.
* Oversee the financial running of associated projects and maximise income and funding opportunities. Establish budgets and control expenditure. To be responsible for preparation and regular monitoring of budgets to ensure that accounts are maintained within forecast limits.
* To develop first class relationships with members of the community, stakeholders and develop the network of service delivery partners to ensure the centre facilities are maximised to the benefit of CNP and community.
* Ongoing work within the community to establish social needs.
* To be responsible for all aspects of day-to-day volunteer management, training, and development.
* To ensure effective performance monitoring within an action planning framework, ensure the centre meets its internal and external targets for activities.
* To service and account to the board of management for operations of the centre and it’s outreach activities.
* To identify appropriate funding streams for CNP and prepare bids ensuring that all relevant information subsequent monitoring, evidence and returns are in place for a clear audit trail.
* Develop a partnership approach with other organisations and residents to maximise income at CNP.
* To engage with local communities and empower them to influence local services and to work with them to develop arrangements for community engagement.
* Represent the centre on relevant forums and committees to maximise partnership working.
* To oversee the creation of content suggestions for social media, website and other channels to market and advertise our events and programs.
* To work with both male and female beneficiaries.
* To perform any other duties as may from time to time be reasonably required.

**Essential skills/criteria:**

* A degree in a relevant discipline i.e. community development/social science or equivalent

**And/or**

* 3 years’ experience working in a similar role within the community sector.
* Patience, compassion, the ability to multitask and work on own initiative.
* Excellent communication skills both verbal and written, teamwork and interpersonal skills.
* Comfortable working with IT systems i.e. Microsoft Office.
* Experience of liaising with the community, voluntary and statutory sectors.

**Desired skills:**

* Creative – planning and creating a varied programme of activities and social events.
* Personable – encouraging people to participate in meaningful activities.
* Proactive – understanding service users’ interests and adapting activities accordingly.
* Community focused – supporting engagement in community events and local clubs.

**Practical Requirements:**

* Ability to work evenings and weekends as required.