**Job Description**

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| **Title of Post** | **Project Worker** |
| **Base** | Crumlin Community Hub |
| **Salary** | £19.500 pro rata £12.50 p/h |
| **Hours** | 30 hour post. Given the nature of this work there will be times when the post holder is expected to work some evenings. If this occurs, time off in-lieu will be available for hours accrued.  4 Year Fixed Term Funding |
| **Purpose of Post** | To work within A Safe Space to be Me at Crumlin Community Hub  To deliver programmes and activities in Crumlin |
| **Responsible to** | Directors |
| **Limits of Authority** | To act within the policies and other regulations as laid down by ASSTBM Management Committee |

**Key responsibilities:**

1. Engage with service users
2. Organise and facilitate programmes
3. Develop use of hub facilities
4. Promote and engage volunteering
5. Promote community cohesion

**Key Activities**

1. **Developmental** 
   1. To improve opportunities for local residents.
   2. To organise and facilitate social and educational programmes for relevant groups
   3. To work in partnership with local agencies to help develop local Community infrastructure.
   4. To work in partnership with local agencies to ensure residents have access to the best possible services.
   5. To promote community involvement.
   6. Build positive relationships.
2. **Liaise**
   1. Work in co-operation with all relevant statutory and voluntary agencies to ensure maximum benefits for the local community.
   2. Create avenues to encourage consultation and engage with residents on a regular basis.
3. **Finance/funding opportunities** 
   1. To secure funding for community resources, activities, and other projects.
   2. To assist in producing financial claims or reports to funders.
4. **Public Relations / media**
   1. To ensure that publicity relevant to the post is utilised as appropriate throughout the lifetime of the project.
   2. Be responsible for social media relevant to the post.
5. Additional
   1. Carry out any other duties that the Directors may deem necessary from time to time.

This Job description and Personal Specification reflect the duties of the post as they exist at this time and may be subject to change based on the needs of the organisation. The post-holder may be required to undertake other duties commensurate with the salary and competence requirements of this post from time to time as required.

**Pre-employment checks will be required for the role.**

PERSON SPECIFICATION – Project Worker

Essential Criteria

| **Specification** | **Competence / understanding** | **Skill/ Knowledge** |
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| Recognised 3rd level qualification in a relevant discipline **OR** a minimum of 3 years paid or unpaid work experience in Community related work.  Well-developed numeracy and literacy skills  Substantial experience of IT systems including the use of Word, Excel and database systems  Substantial experience of general office procedures  Experience of data inputting, maintaining records and producing statistical reports. GDPR  Knowledge of specific community funding bodies | Planning and organising to ensure the successful achievement of results through effective planning and management of resources. Enthusiastic approach especially in the use of IT and willingness to undertake training in order to ensure the competency level required for this role. | Relevant experience and qualifications to fulfil the position.  Organisational & Council area awareness  Ability to model required behaviours  Ability to maintain strict confidentiality and work within data protection guidelines  Ability to work effectively as a member of a team and on own initiative  Ability to work in a thorough and systemic way, paying attention to detail  Ability to communicate effectively with staff, young people, individuals and visitors  Ability to prioritise own workload and meet tight deadlines |
| Candidates should be able to recognise the unique potential that individuals from differing backgrounds, experiences and perspectives bring to A Safe Space to be Me, utilising individual performance, responding to changing working practices and acknowledging the changing service user/client base that the organisation operates with. | Demonstrate professional and well-developed interpersonal skills, thereby enabling effective responses to a diversity of individuals, cultures and environment.  Demonstrate effective group facilitation skills and programme implementation  Demonstrate leadership skills | Gives the service user confidence in what is done/said  Inspires service user’s trust  Is committed to helping the service users |
| Knowledge and experience of developing and maintaining contacts with other agencies/organisations.  Demonstrate the ability to work as part of a team. | Demonstrates professional and well-developed Interpersonal skills, influencing others  Team working and collaboration: Working with others to deliver added benefits to the team and service users.  Able to demonstrate a particular knowledge and understanding of working in marginalized communities | Builds relationships  Works collaboratively  Behaves fairly  Supporting others  Managing conflict |
| Ability to undertake an acceptable Access NI screening.  Able to have use of a car for the purpose of undertaking the role.  Ability to work flexibility as the role requires |  |  |