



CONFEDERATION OF COMMUNITY GROUPS (NEWRY & DISTRICT)

J O B D E S C R I P T I O N

JOB TITLE: Community Support Worker

RESPONSIBLE TO: CCG Community Development Manager

POSTS RESPONSIBLE TO POSITION:
None

KEY WORKING RELATIONSHIPS WITHIN CCG:

To participate as a member of the Community Development Team and liaise with all other internal CCG projects as appropriate.

STATUS OF POST:

Fixed Term Contract expires 31st March 2026
Full time Post (35 hours per week) which will include evenings
Salary £28907- £30,889 p.a. plus pension

SUMMARY OF MAIN RESPONSIBILITIES:

- **To provide administrative and programme delivery support to designated community groups within Newry Neighbourhood Renewal area. Currently these include :**
 1. Barcroft CA
 2. Carnagat Area CA
 3. Derrybeg CA
 4. Drumalane & Quayside Close CA
 5. Greater Linenhall Area CA
 6. Meadow & Armagh Rd CA
 7. Martin's Lane CA
 8. Three ways CA
 9. Ballybot CA

SPECIFIC DUTIES:

1. Work in designated area under direction of Community Association Management Committee & in accordance with the Service Level Agreement between CCG & Community Association.
2. Assist group with financial administration, monthly reporting and maintaining financial systems
3. Support groups in their annual strategic planning / review exercise
4. Support the development and delivery of programmes as per groups' operational plans.
5. Provide funding support through identification and completion of applications.
6. Support groups in the production of their Annual Reports and Accounts
7. Facilitate access to training, and support the development and review of appropriate policies and procedures in relation to:
 - Insurance needs
 - Financial Controls
 - Equal Opportunities
 - Health & Safety
 - Volunteering etc
8. Referral of groups to other voluntary and community groups and workers to include:
 - Volunteer Now (for volunteer registration)
 - CCG Community work & education Team
 - NIHE Housing Community Network
 - SHSCT CD Team.
9. Undertake primary research on behalf of groups, as necessary
10. Support Groups to develop appropriate relationships with statutory & voluntary agencies
11. Support groups in their contribution to the development of local Neighbourhood Renewal Partnership Vision Framework & Actions plans to include:
 - Liaison and consultation activities within local communities
 - Identifying and setting local priorities for their area
 - Support the reporting back of information to the N R Partnership and DfC.
12. Working Within the CCG

- (i) Work as a member of the CCG's Community Development team
- (ii) Liaise internally with members of other CCG Project Teams so as to maximise potential opportunities available to people in the target areas
- (iii) Assist with reporting back to DfC on progress through the production of quarterly monitoring returns, liaison with Community Development Manager and maintaining records of work activities areas.
- (iv) Partake in staff supervision / Annual appraisal

13. Other Duties

- (i) Liaise with external agencies as appropriate in pursuit of the objectives of the project.
- (ii) Undertake such other reasonable duties, as CCG may from time to time consider appropriate.

CCG Employee Specification : NR Community Support Worker

Criteria	Essential	Desirable	Means of measuring?*
Education / qualifications	<ul style="list-style-type: none"> • Good level of education and including English and Mathematics 	<ul style="list-style-type: none"> ▪ A third level qualification appropriate to Community Development or Social & Youth Work Development. 	Application form Certificates
Experience	<ul style="list-style-type: none"> ▪ 2 years experience of working in community and /or social development in either a paid or voluntary capacity. 	<ul style="list-style-type: none"> ▪ Demonstrate experience of management of projects including budgetary and facility management. 	Application form Interview
Knowledge	<ul style="list-style-type: none"> ▪ Excellent understanding of the issues in relation to community development in the Neighbourhood Renewal Areas of Newry City . ▪ Proven ability to develop and manage successful working partnerships with voluntary/community/ statutory/business sectors. ▪ A working knowledge of IT packages 	<ul style="list-style-type: none"> ▪ Experience in completing applications for funding / Experience in organising and delivering training to volunteers / Knowledge of Safeguarding / Ability to Cope with complex demands / Evidence of Public presentation skills 	Application form Interview

Criteria	Essential	Desirable	Means of measuring?*
Skills	<ul style="list-style-type: none"> ▪ Excellent administration, organisational and interpersonal skills. ▪ Ability to work under pressure both as a member of a team and independently. 	<ul style="list-style-type: none"> ▪ Evidence of Community Interest / Membership of community/voluntary group on voluntary basis 	Application form Interview
Personal attributes (eg attitude, initiative, interaction, Self-motivation)	<ul style="list-style-type: none"> ▪ Excellent oral and written communication skills and ability to use own initiative. 		Interview questions
Constraints	<ul style="list-style-type: none"> ▪ Access to a mode of transport that enables the post holder to fulfill the role in full. Access N.I. check 		No mark