

Dear Candidate,

October 2019

### Community Development Worker (Training Scheme)

My name is Clare Richards and I am the Chief Executive of The ClementJames Centre. We are looking for a high-calibre candidate to join our staff team as a Community Development Worker with the aptitude and ability to learn on the job. The ClementJames Centre is an award-winning charity that provides programmes that address underachievement and social exclusion. We support over 2,900 children, young people and adults each year, most at risk of failing to meet their potential to go onto higher education or employment, due to disadvantage. We have four main programmes:

- **Adult Learning** - supporting adults to improve their English, Maths and ICT skills  
We offer a wide range of Functional Skills courses and intensive literacy & numeracy support.
- **Employment Support** - helping people to gain meaningful and sustainable employment.  
We offer tailored advice and support, mentoring and work skills activities
- **Wellbeing & Support** - empowering people to overcome barriers and challenges and to engage with their own wellbeing. We do this through the provision of Information, Advice and Guidance, and wellbeing support and activities
- **Young People's Education** - helping young people to learn, flourish and achieve their potential.  
We provide academic support, mentoring, intensive literacy & numeracy support and aspirational activities

The role of the Community Development Worker is a varied one and includes delivering our bespoke Employment Programme to local adults and young people, supporting with a range of health and wellbeing projects and providing at least one element of either, Advice and Guidance on a range of issues, or literacy and numeracy support to children and adults.

Are you

- A confident communicator?
- An innovative problem solver?
- Passionate about helping people achieve their potential?

If so, then The ClementJames Centre can offer an excellent in-house training programme, a supportive staff team, and a varied and interesting role.

The Community Development Worker will be based at our thriving centre within the Community Hub team. You will be highly organised, efficient and creative and will have passion and enthusiasm for the mission of The ClementJames Centre.

If you wish to apply, please email your application to [jobs@clementjames.org](mailto:jobs@clementjames.org) by **9am on Thursday 14<sup>th</sup> November 2019**. If shortlisted, you will be invited to a selection day on **Thursday 21<sup>st</sup> November 2019**, with the role commencing ideally on 7<sup>th</sup> January 2020. If you would like to find out further information about the charity do look on our website: [www.clementjames.org](http://www.clementjames.org).

The ClementJames Centre is a welcoming and unique place to work and if you would like to visit us before submitting your application please email [jobs@clementjames.org](mailto:jobs@clementjames.org) to arrange a visit.

Thank you very much for your interest in this role and in our charity.

Yours sincerely,

Clare Richards MBE,  
Chief Executive

## Community Development Worker (Training Scheme)

PLACE OF WORK	95 Sirdar Road, London W11 4EQ
START DATE	7 <sup>th</sup> January 2020 (flexible)
SALARY	£23,200 per annum
HOURS OF WORK	37.5 hours, Monday to Friday. Some additional weekend & unsocial hours will be required. Time off in lieu will be awarded in accordance with our policy document. The usual working hours for this post are 9.30am – 6.00pm, with some flexi time options at prior arrangement.
HOLIDAY	25 days per annum + 8 Bank Holidays + a discretionary 3 days over Christmas + additional length-of-service entitlement.
MANAGEMENT	This position will be line-managed by the Community Hub Manager
KEY SKILLS	Excellent interpersonal and communication skills; excellent written English and I.T. skills; extremely efficient organisation skills; an aptitude and ability to learn on the job; creativity and innovation.
TRAINING	Team members have undertaken training such as Mental Health First Aid, Safeguarding Vulnerable Adults, First Aid at Work, Life Coaching, Welfare and Benefits, Housing and Homelessness and Social Enterprise training.
PROGRESSION	Opportunity to apply for a Senior Worker role after 14 months. Progression within the Community Hub team can also include Lead and Manager roles depending on vacancies. Previous Community Development Workers have gone on to work in mental health, government policy, housing, education and the arts sectors.
APPLICATION	By application form only; CVs are not an acceptable alternative.
CLOSING DATE	<b>9am, Thursday 14<sup>th</sup> November 2019.</b> We suggest applicants submit in good time because late applications will not be considered.
SELECTION PROCESS	<b>Thursday 21<sup>st</sup> November 2019,</b> the day will consist of an interview and tasks including a role play and written task.

This job description does not constitute a 'term and condition of employment'. It is provided only as a guide to assist the employee in the performance of his/her job. The ClementJames Centre is an evolving organisation and therefore changes to the employee's duties may be necessary from time to time.

## Who are we looking for?

### Skills and experience

#### The applicant must:

- Have at least a Level 4 qualification in a relevant field, for example education, community development, youth work, advice & guidance, wellbeing; employment **or** have an undergraduate degree
- Have achieved a grade C or higher in GCSE Maths and English (or equivalent)
- Be highly resourceful and able to acquire and apply knowledge of employment options and opportunities and higher education procedures, as well as be innovative when up-skilling and training employment support clients
- Be aware of developments in appropriate sectors (including knowledge of the primary and secondary curriculum, mental health and the advice sector)
- Have over 12 months' experience (voluntary or paid) of working with vulnerable or hard-to-reach people
- Have excellent written and verbal communication skills with the ability to write reports, plan workshops and prepare informative materials
- Have excellent listening skills, be comfortable working one-on-one with our users, and be able to understand and assess information quickly
- Some community project development experience is desirable
- Take pride in being supremely efficient, very well organised and on top of tasks
- Be highly computer literate

### Personal qualities

#### The applicant must:

- Have excellent interpersonal skills and be able to communicate effectively with and motivate a diverse range of people, both as individuals and groups
- Be able to present the aims and objectives of The ClementJames Centre to a range of stakeholders and potential new partners.
- Be self-motivated with a positive and enthusiastic personality and the ability to work as part of a team
- Exhibit the qualities needed to work with vulnerable people including resilience, respecting boundaries, compassion and a calm manner
- Demonstrate an understanding and awareness of the ClementJames values and a willingness to embrace these

## What will your main duties be?

### Delivery-based duties

- To work with the Community Hub team to take responsibility for the Employment and Wellbeing & Support services; working with children, young people and adults.
- The majority of your role will involve working one-to-one with a caseload of up to 15 clients per week to ascertain and support their employment or training needs.
- To support the successful delivery of the Community Hub programme of embedded and stand-alone emotional wellbeing workshops and activities
- To deliver one of the following interventions
  - A comprehensive offer of Advice & Guidance (including specialist A&G such as housing, benefits etc.) delivered one-to-one to our clients
  - Intensive literacy & numeracy support for children and adults, both one-to-one and in groups
- To work with senior staff to run outreach sessions with other organisations
- To assist with the organisation and delivery of job searches and applications, CV clinics and career coaching
- To work in partnership with schools, colleges, housing associations and other community groups offering project-based work both on and offsite when required

### Administration-based duties

- To develop, update and maintain ClementJames displays, publicity, resources and information packs
- To work with the ClementJames team to recruit adults and young people to the programmes  
To regularly update and track clients' information and progress on the charity database
- To keep abreast of and ensure compliance with all necessary regulations and legal requirements, including health and safety, equal opportunities and working with vulnerable groups
- To support the Senior Management Team in strengthening links with other agencies (for example, the borough and other voluntary sector bodies), attending meetings and making partnerships
- To provide executive administrative support to the Senior Leadership Team in relation to the general smooth running of the charity
- To undertake any task that may be requested from time to time that may be consistent with the nature and scope of this post
- To remain up-to-date with developments in relevant sectors to ensure the charity continues to offer the highest quality support to our service users