

Dear Candidate,

25th March 2019

Community Development Worker

My name is Clare Richards and I am the Chief Executive of The ClementJames Centre. We are looking for a high-calibre graduate 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 by **9am on Tuesday 23rd April 2019**. If shortlisted, you will be invited to a selection day on **Friday 26th April 2019**, with the role commencing ideally the week commencing 6th May. If you would like to find out further information about the charity do look on our website: www.clementjames.org.

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

Clare Richards MBE,
Chief Executive

Community Development Worker

PLACE OF WORK	95 Sirdar Road, London W11 4EQ.
START DATE	7th May 2019 (flexible)
SALARY	£22,500 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 + Bank Holidays
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 12 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	9am, Tuesday 23rd April 2019. We suggest applicants submit in good time because late applications will not be considered.
SELECTION PROCESS	Friday 26th April 2019, 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 completed 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 both child and adult clients.
- 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 at least one of the following interventions
 - A comprehensive offer of Advice & Guidance (including specialist A&G such as housing, benefits etc.)
 - 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

What support will you receive?

Our staff are supported from the moment they are appointed. If you are successful, you'll embark upon a programme of support from day one, with regular reviews and an in-house training programme.

What will the training and induction programme involve?

The initial induction programme includes:

- A weekly review meeting for the first four weeks
- Regular meetings with the Community Hub Manager and Senior Workers from the Community Hub team
- Opportunities to see the programmes being delivered and training based on your role
- An introduction to the charity, its values, its governance and its expansion strategy
- External training opportunities covering a number of topics