

## **OUTLINE - JOB DESCRIPTION**

**TITLE:** Community Development worker 35 hours per week

**RESPONSIBILITIES:** To work to the aims and objectives of the NTDF mission - To work within the ethos of the NTDF Charity - To fulfil the requirements of employment by NTDF and honour the obligations being a part of the NTDF team..

- To enable disabled peoples groups, organisations and projects to become more sufficient and resourceful enabling them to identify their aims and objects.
- To identify and work with voluntary and community groups /disabled peoples projects, building skills and confidences to enable their participation on equal terms and support their ability to constitute, fund and administer the aims and aspirations of their purpose.
- To assist in ensuring service user involvement in all administrative and developmental matters advising and signposting appropriately.
- To ensure ambassadorship and disabled peoples individual and collective representation as appropriate both within and outwith the NTDF charity
- To use knowledge of community and voluntary sector networks and existing partnerships to further the collaboration, support mechanisms and networking of new and vulnerable organisations and groups.
- To work with NTDF Membership towards ensuring their ownership and direction of the projects they are involved in and wish to pursue.
- To work with steering committees enabling their delegation of tasks and administration of their project
- To identify and support skills and encourage use of skills to the broader organisation and purpose.
- To provide and undertake training and support where skills are

lacking

- To share specialist expertise around disability issues and assist the groups and individuals towards appropriate and responsible budgeting and realistic targeting.
- Liaise between all involved, helping groups timetable events and activities and enable active involvement and directorship in all aspects of project work.
- Where necessary advocate on behalf of the group but wherever possible ensure their voice is heard
- Encourage and enable work with members of general forum and partners encouraging interaction between new and existing elements and enable access and increased opportunities for the range of service users e.g Deaf and Blind people, Physically disabled people and Learning disabled people to take up roles and genuinely direct, manage and monitor their projects.
- Co-operate with other workers to ensure all stakeholders have input and equal opportunity
- In consultation, identify and work towards improving accessibility of and range of services/opportunities for this group in keeping with the requirements of DDA., Equalities Act and Charities Commission, legal obligations.
- To make written reports as appropriate and to further the work of the groups encouraging their ownership and leadership throughout.
- To encourage all membership regardless of interest and/or ability area to work collaboratively and in partnership with others towards developing and progressing the project.
- To undertake a range of projects determined by and with the client group in keeping with the ethos of the Forum: participation on equal terms.

To support – community development initiatives, foundation building across the localities, partnerships and representation onto Community Networks, Area Forums, Health Care forums, and the sustainability and future of disabled peoples groups and organisations in the North

Tyneside area.

## **Essential Skills and Expertise**

- Experience of working with disabled and vulnerable people
- Good communication and written skills
- Good IT and literacy skills to include use of microsoft office suite, spreadsheets, tracking methodologies, working with data base , provision of publicity, promotion, writing of articles etc
- Ability to use social media
- Ability to work across age and ability range
- Commitment and track record to working towards integration and inclusion utilising partnership and collaborative working practices
- Well-motivated and committed
- Relevant qualification and understanding of disability issues
- Recognition of the issues around diversity, equality, partnerships.

The worker will need to evidence an ability to achieve the above and collect evidence and indicators across a range of media to affirm

- Improved physical and emotional health and wellbeing
- hard evidence to support monitoring and evaluating processes to measure the effectiveness and where appropriate viability of the work explaining
  - How improved emotional and physical health has been measured and
  - How the client groups involved have been directive in this.

This to be achieved by (for example)

- enabling more active citizens with improved emotional and physical health to work together to seek solutions to their own problems and effect change for future generations
- Identifying individual and collective needs and defining individual and collective voice in order to look towards

establishing a viable mechanism of communication.

- building upon and draw together a knowledge base to support the broad needs of the locality's residents, their groups and service providers

The Our Community Worker will harness the energies, skills and expertise - by experience or learning, of local disabled people and their groups to pro actively involve them in all aspects of the project.

From encouraging service user and provider advice and experience, to ensuring this information is regularly updated, the worker will encourage a user led approach to provision of a range of activities and events driven by active participation to build the capacity of the local and NTDF community and their groups.

Rigorous monitoring and ongoing evaluation is essential. Planning and planting firm foundations is imperative.

The worker appointed needs to be able to demonstrate

- a track record of community achievement with evidences working to long lasting measurable difference.
- an ability to keep records and track changes
- an ability to promote, represent and empower
- a working knowledge of methodologies to consultation
- an understanding of engagement with and including of diverse groups in enabling vulnerable peoples to seek and apply solutions to their own (shared) problems.

The worker we need must be able to

- work as part of a team ensuring co-operation and respect for colleagues
- learn from others and teach others
- work to the needs of the organisation and its stakeholders

The salary afforded reflects the potential anti social nature of the hours that may need to be worked to accommodate the needs of the project and its beneficiaries. NTDF provide a service morning, afternoon, evening and weekend across its portfolio of provision.

## RESPONSIBILITIES

This worker will be responsible to the Chief Exec Officer and Head of Services and members of project steering groups as directed.

Salary £26500