



The Trust for Developing Communities

Community Development

Worker Application Pack

Welcome Letter 2

About TDC 3

Job Description 4

Person Specification 6

Application Process 7



The Trust for Developing Communities
Registered Address: Community Base, 113 Queens Road, Brighton, BN1 3XG
Company Limited by Guarantee Registration Number: 3939332 | Registered Charity Number: 1106623
Tel: 01273 234 769 | Email: info@trustdevcom.org.uk | Web: www.trustdevcom.org.uk

Welcome Letter

Dear Candidate,

Thank you for your interest in taking on such an essential role with The Trust for Developing Communities (TDC). We work with over 13,500 people each year in Brighton and Hove to tackle inequality through community-led solutions. Covid-19 and the cost-of-living crisis have had unparalleled impact on the communities we work with, worsening the unacceptable inequalities that already existed within our city. The role of Community Development Workers is key to supporting communities to respond more effectively to this growing need.

We are looking for someone who can be both proactive and responsive, and who is an excellent team player as well as good at working independently.

The right candidate will have experience of working in a community setting and building relationships with different individuals and groups. You will be organised, be a great communicator and have skills in some of the following areas: administration, project-planning, hosting events, running activities, social media, communications, fundraising and reporting on projects.

I am sure that this role will offer a fulfilling working opportunity and the chance to make a significant difference to the people of Brighton and Hove, and beyond.

TDC is committed to achieving greater diversity in its Staff Team and welcomes applications from people any sex, gender, race, age, sexuality, belief or disability.

If you feel inspired by this opportunity, then we very much look forward to hearing from you.

Good luck!

Athol Hallé,
Chief Executive, TDC



About TDC

Since TDC's inception in the year 2000, our primary focus has been community development work directly within neighbourhoods experiencing deprivation in Brighton and Hove. We have gone on to develop a broad range of grassroots services supporting young people, excluded communities and older people.

The strong trusting relationships we have built up with communities and partners has enabled us to grow considerably in size and impact over recent years. We now employ 60 staff with a turnover of over £1.7 million. Despite our positive impact with excluded communities, there is much more work to be done to reduce the unacceptable health, social and economic inequalities that cast a shadow across our city.

Our Context Brighton and Hove is a uniquely creative and progressive City, which faces many challenges – there are areas where 52% of our children live in poverty and life expectancy is ten years shorter; we have 4,000 people living in emergency or temporary housing making us the third highest city for homelessness in England, and we have higher than average levels of mental health issues and suicides. This is not ok.

Our Vision is for Brighton and Hove to be a healthy, inclusive and thriving city - free from inequality.

Our Mission is to deliver community-led solutions that tackle inequality.

Our Work

Equalities. We support excluded communities through a broad range of health & well-being and employability & learning projects. These include: cancer screening access, employability support, social prescribing; mental health support; training; community learning; community research.

Neighbourhood. We deliver community development work in areas of within the city focused on developing community-led groups. This includes specialist work to support older people.

Youth Work. We deliver two significant youth work contracts for Brighton and Hove City Council in the North and East of the city. Additionally, we deliver individual support to young people around health and well-being and coaching. We also lead the citywide detached youth work programme *Brighton Streets*.

Our Values

Community *“Strong communities are the key to health and happiness!”*

Community-led solutions produce longer lasting and more meaningful change. When we connect people, organisations and communities this maximises our resources and improves our well-being. Together we are greater than the sum of our parts.

Equality *“None of us can truly thrive whilst some of us are in poverty!”*

To address economic, social and health inequalities, we recognise that everyone has different needs and opportunities. It is essential that resources are focused where they are most needed to enable everyone to play their full part – which benefits us all.

Diversity *“Our diversity is our strength!”*

We are enriched by our range of cultures, situations, sexualities, genders, faiths, ages and abilities. This unique blend gives us the experience and perspectives we need to address our city's problems.

Inclusion *“There is no ‘them and us’ only us!”*

We all have something valuable to offer, so when we support people to participate, including our most excluded and vulnerable citizens – everyone gains from this.

Community Development Worker

Job Description

Overview

Job Title: Community Development Worker

Hours: 25-30 hours per week, expectation to work Tues and occasional out of office hours

Salary: £27,030 per annum pro-rata + 6% pension. (Additional cost of living pay award in April.)

Contract: Initial two year fixed-term– extension subject to funding.

Holiday: 25 days a year, plus an extra 3 days at Christmas, and all Bank Holidays. Pro rata

Employee Benefits: Flexible working. Employee Assistance Programme. Cycle to Work scheme.

Location: TDC's head office is at Community Base, Brighton. With some home working, as agreed.

Reporting to: Director of Neighbourhoods

Purpose of the Role

To build strong connections and networks across communities, supporting inclusive and collective action. This involves provide advice and guidance to individual volunteers and community projects.

Main Responsibilities

1. **Community Development Approach.** To ensure that TDC's commitment to a high quality community development approach is always paramount and TDC values are adhered to throughout the work.
2. **Asset Based Approach.** To work with communities to help them identify their assets and priorities through a variety of methods; including consultation exercises and asset mapping.
3. **Partnership Development.** To develop vehicles for community and service partnerships to deliver projects around those priorities.
4. **Community Development Support.** To support the growth and development of community groups delivering their own projects and services and foster community leadership.
5. **Neighbourhood work.** To work with neighbourhood organisations to address barriers to participation by communities of identity and interest.
6. **Fundraising.** To prepare funding applications, where appropriate, and ensure where applications have been successful, that funds are used for the purposes outlined in the application.
7. **Volunteer Management.** To offer support and supervision to TDC volunteers involved in projects you are leading on.
8. **Reporting.** To provide regular written reports, including monitoring data, for the Board of Trustees, funding agencies and other bodies as may be required.
9. **Administration.** To operate within, and contribute to the development of, TDC's established administrative and financial practices, taking responsibility for budgets and financial accountability, where delegated by your Line Manager.

General

10. **Knowledge Sharing.** Stay up to date on developments in the areas relevant to your work – such as developments in practice, sector news, funding opportunities etc. Sharing this knowledge, along with updates on the successes and challenges of your work with the wider organisation.
11. **Coordination.** Work closely with colleagues to ensure your work combines effectively with TDC’s delivery across each department.
12. **Ambassador.** Promote TDC’s work appropriately. Ensure that team members understand the organisation’s goals and how they are contributing to them.
13. **Equal Opportunities.** To implement and promote TDC’s Equality and Diversity Policy, ensuring TDC’s commitment to equal opportunities and anti-discrimination practice permeates all aspects of our work.
14. **Safeguarding.** To implement and promote TDC’s Safeguarding policy and Procedures, ensuring a commitment to the protection of children and vulnerable adults throughout all aspects of our work.
15. **General.** To undertake all other reasonable tasks and responsibilities as requested by your Line Manager.

Person Specification

Essential Skills and Experience

1. **Community Work.** At least 2 years' experience of community based work; ideally including some experience of lone working.
2. **Independence.** Working independently; planning and delivering against own work plan.
3. **Fundraising.** Experience of writing grant funding applications and providing monitoring for funders.
4. **Governance.** Knowledge of governance and policy issues for community groups.
5. **Community Priorities.** Skills in working with communities on setting priorities.
6. **Partnership Working.** Experience of working in partnership with a range of agencies and professionals.
7. **Community Development.** Demonstrable commitment to asset based community development principles and practice.
8. **Communications.** Ability to present information clearly, to a high standard, both written and oral; including presenting to a public audience and using appropriate communication tools and media.
9. **IT.** Good IT skills, word, excel spreadsheets, email and cloud based.
10. **Teamwork.** Ability to work as a member of a team with a positive, collaborative and flexible approach to the work.
11. **Values.** Demonstrable commitment to TDC's community development values and to reflective practice.
12. **Equal opportunities.** Demonstrable commitment to equal opportunities and experience of working with diverse communities, cultures and faiths.
13. **Safeguarding.** Ability to identify people who are at risk of harm and raise appropriate safeguarding concerns or take necessary action. Commitment to Child Protection, Protection of Vulnerable Adults and Health and Safety policy and procedures

Desirable Skills and Experience

1. **Charity.** Experience of working in a charity, social enterprise or similar working environment.



Application Process

To Apply:

Please email a completed application form and equal opportunities form to TDC on info@trustdevcom.org.uk, stating the role you are applying for. The application form includes:

Supporting Statement. This should explain why you are interested in this role with TDC and detail the skills and experience you feel you would bring. The statement should relate directly to the Job Description and Person Specification.

References. Please provide details of two referees. References will only be taken up if a job offer is made and only with prior permission.

Closing Date:

The closing date for applications is **Monday 20th February 2023** at 10.00am

We will aim to notify candidates if you have been shortlisted for interview by **5.00pm on Tuesday 21st February 2023**.

Interviews:

The provisional date for interviews is **Thursday 23rd February 2023** at the TDC Office - Community Base, 113 Queens Road, Brighton, BN1 3XG

If you would like to discuss this role, please contact:

Kirsty Walker, TDC's Director of Neighbourhoods on kirstywalker@trustdevcom.org.uk or 01273 234 769.

TDC is committed to achieving greater diversity in its Staff Team and welcomes applications from people any sex, gender, race, age, sexuality, belief or disability.

Thank you for considering applying.
Good luck!

The Trust for Developing Communities

Registered Address: Community Base, 113 Queens Road, Brighton, BN1 3XG

Company Limited by Guarantee Registration Number: 3939332 | Registered Charity Number: 1106623

Tel: 01273 234 769 | Email: info@trustdevcom.org.uk | Web: www.trustdevcom.org.uk