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Community Development Worker and Team Leader

Candidate Information Pack

External Application

March 2024

Thank you for your interest in the post of Community Development Worker and Team Leader

We hope this recruitment pack will provide you with the information required to enable you to decide whether you wish to apply for the post.

EVA leads and supports the voluntary and community sector in Erewash. We provide numerous services, including, supporting the voluntary sector and building capacity and impact, through funded programmes. We also have a number of funded projects including shopping, volunteering, Social Prescribing, Derbyshire Mental Health Forum. We have a large centre that the charity owns and needs to be managed.

We have 25 members of paid staff and 128 registered volunteers.

This is an exciting opportunity to lead our Community Development Team at EVA

37 hours, including some weekend and evening working.

Salary: £34,000 Per annum

You will need excellent communication skills, and an aptitude for learning. You must be self-motivated and able to work independently within an agreed framework. You will be self-supporting so must be fully computer literate. You will need to be able to work flexible hours and to travel across the Erewash area as needed. The post will be based at our office in Long Eaton.

The post is permanent subject to ongoing funding.

If you would like to play a role in the future of EVA and the services we deliver and you meet the requirements of our person specification please complete the application form.

Best Wishes

Stella Scott

Chief Executive Officer

[stella@erewashcvs.org.uk](mailto:stella@erewashcvs.org.uk)

**How To apply:**

* If you are interested in applying for this role please complete the application form that can be found on our website [job vacancies (erewashvoluntaryaction.org.uk)](https://www.erewashvoluntaryaction.org.uk/jobvacancies) and return marked Private and Confidential to Stella Scott CEO.
* When completing the application form, please refer to the requirements of the person specification. Give examples to back up your statements.
* If you have any other queries in relation to the role please email [stella@erewashcvs.org.uk](mailto:stella@erewashcvs.org.uk)

**Timetable and process:**

Closing date for applications 13th May 2024 by 12 noon

We will invite a shortlist of candidates to participate in an interview and assessment process on the 22nd May 2024. If successful you will be asked to prepare a 10 minute presentation (Tasks given three days in advance)

**Erewash Voluntary Action – CVS**

**Job Description**

**Post:** Community Development Worker and Team Leader

**Responsible to:** Operations Director

**Location:** Erewash

**Salary:**  £34,000

**Contract Length:** Permanent – subject to funding

**Hours:** 37 Hours per week

**The main duties of the post will be to:**

* Lead and inspire the Community Development Team, driving the growth of the voluntary sector in Erewash
* Co-ordinate development activities for both new and established community groups, enhancing their efficacy and reach.
* Provide advice and support to existing groups and organisations, covering all areas of development from strategic planning to operational assistance.
* Provide guidance to individuals keen on establishing new community groups, from concept to initiation.
* Customise group development support based on identified needs, ensuring relevant and impactful assistance.
* Support the growth and interconnectivity of the Sawley and Sandiacre networks, encouraging resource sharing and collaboration among community members.
* Deliver expert funding advice to voluntary and community organisations, including one-to-one support sessions, insight into potential funding sources, and assistance in drafting applications.
* Oversee the production and distribution of the EVA grants bulletin, ensuring it is efficiently distributed to targeted networks and stakeholders.
* Contribute key information for the EVA weekly bulletin, liaising with the Communications Officer to keep the community informed and engaged.
* Manage the EVA small grants scheme and oversee any related funding opportunities, ensuring a transparent and effective allocation of resources to deserving projects.
* Manage, develop, and organise the EVA networks, ensuring effective collaboration and support across:
  + Erewash Development Workers Network
  + Erewash Children and Young Peoples Mental Health and Emotional Wellbeing Network
  + Erewash Small Groups Network
  + Erewash Funders network
* Plan and oversee an agreed training programme tailored to the needs highlighted by the networks and the wider Voluntary Sector.
* Facilitate the development and support of the Connect Erewash Project, ensuring it meets community needs and objectives.
* Provide support for newly commissioned services that are relevant to the community's needs.
* Organise and host funding workshops for Erewash groups, offering practical advice and support in securing funding.
* Participate actively in the DDIA Development Workers Network, contributing insights and learning from the Erewash experience.
* Generate and deliver required monitoring and evaluation reports for the Community Development Team, ensuring transparency and continuous improvement.
* Contribute to the ongoing development of EVA, offering expertise and support where necessary. to EVA developments where needed.
* Represent EVA in wider Erewash system partnerships, presenting the organisation's work and achievements to external stakeholders.
* Attend Team Leader meetings as agreed, providing active and constructive contributions to the discussions.
* Comply with all EVA policies and procedures, upholding the organisation's standards and ethical guidelines.
* Undertake any other duties as required, demonstrating flexibility and a commitment to the organisation's goals.

This list is not exhaustive. It illustrates the main duties to be performed the flexibility required in a small team.

# EREWASH VOLUNTARY ACTION

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**PERSON SPECIFICATION**

**JOB TITLE:** Community Development Worker and Team Leader

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| **Skills & Knowledge** | **Essential** | **Desirable** |
| Excellent communication skills including presentation skills and ability to communicate in various styles to suit different audiences. | ✓ |  |
| Able to set aims and objectives and develop actions plans to achieve targets. | ✓ |  |
| Excellent organisation skills and able to manage own workload. | ✓ |  |
| Good interpersonal skills with a wide variety of individuals and organisations. | ✓ |  |
| Able to network and build positive relationships with colleagues, volunteers, groups and partner organisations. | ✓ |  |
| Knowledge and understanding of the voluntary and community sector | ✓ |  |
| Knowledge and understanding of loneliness and social isolation and the impact on individuals and communities. | ✓ |  |
| Able to manage a team | ✓ |  |
|  |  |  |
| Able to monitor and evaluate, produce case studies and other impact information. | ✓ |  |
| Able to lead and positively contribute to meetings with colleagues and stakeholders. | ✓ |  |
| Knowledge of community development |  | ✓ |
| Able to keep and maintain accurate records | ✓ |  |
| Good computer skills including Microsoft office, social media and use of the internet. | ✓ |  |
| Understanding of the reporting required to funders | ✓ |  |
| Knowledge of the Erewash area |  | ✓ |

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| --- | --- | --- |
| **Experience** | **Essential** | **Desirable** |
| A proven track record of working with individuals and groups experiencing loneliness and isolation. | ✓ |  |
| Experience of working with local communities. | ✓ |  |
| At least one years experience of Community Development | ✓ |  |
| Proven experience of working in partnership, building positive partnerships and developing a partnership approach. | ✓ |  |
| Experience of working in or with the voluntary sector including local groups. | ✓ |  |
| Experience with developing and implementing initiatives that create change for individuals and communities. | ✓ |  |
| Experience of supporting volunteers |  | ✓ |
| Experience of marketing and promoting a project using social media and other communication tools |  | ✓ |
| Experience with organising and delivering events and activities | ✓ |  |
| Experience of carrying out mapping and compiling community information into various formats | ✓ |  |
| Experience of running network meetings |  | ✓ |
| Experience of managing a small grants scheme |  | ✓ |

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| --- | --- | --- |
| **Qualifications** | **Essential** | **Desirable** |
| Educated to a good standard of education with equivalent work experience. | ✓ |  |
| Demonstration of personal development and on-going learning. | ✓ |  |
| Full UK driving licence | ✓ |  |

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| **Aptitude, Values and Behaviour** | **Essential** | **Desirable** |
| Commitment to equal opportunities and understanding of diversity. | ✓ |  |
| Willingness and commitment towards personal development and continuous professional development. | ✓ |  |
| Willingness to work flexibly to meet the needs of the organisation. | ✓ |  |
| A strong belief in the value of the voluntary and community sector | ✓ |  |
| Willingness to travel in and around Erewash when required. | ✓ |  |
| Self-motivated and a positive approach to problem solving | ✓ |  |
| Excellent team worker/ team leader | ✓ |  |

**Guidance notes on completing the Application Form.**

You are advised to read the following notes carefully as the decision to shortlist you for interview will be solely based on the information you provide on the form. This advice is designed to help you complete the application form as effectively as possible.

**General guidance notes**

Please read all notes before completing your application.

All Erewash Voluntary Action job packs contain a job description, person specification and information about our organisation. Read all of this carefully before completing your application.

Decisions about who will be selected for interview will be based only on the information you give in your application form. Therefore, the application form should be filled in as completely and clearly as possible. Pre-prepared Curriculum Vitae (CV) will NOT be accepted with this application.

Copies of references and qualification certificates should not be enclosed with this application.

False or misleading information on this form will disqualify your from appointment, or if appointed will render you liable to dismissal without notice.

**Preparing your application**

Look carefully at the job description and person specification. The person specification sets out the minimum skills, knowledge and experience required by Erewash Voluntary Action to do the job. Your application will be assessed to see if you meet the requirements of the person specification. This document will be used throughout the selection procedure.

Make sure the information in your application relates directly to the job you are applying for. Don’t just copy and paste from other job applications or from your CV.

**Completing your application**

Read the form fully before you complete it.

Please type or word-process your application if possible. If you are not able to do so please complete the form clearly using black ink.

**Personal details:** Complete this information on the form provided and remember to submit it with your application form. This will not be seen by the shortlisting panel.

**References:** If you have been employed, one reference must be your present or previous employer. If not, think of someone who can say something useful or relevant about you. Referees cannot be related to you or live with you. Please ensure that you have obtained the permission of your referees.

**Employment history:** Provide details of present and past employers and posts. Remember volunteering this can be as relevant as paid work experience. You must use the space on the form for your work history. Do not send it separately.

**Education:** The holding of an education qualification will only influence shortlisting where this is specifically stated in the person specification as an essential requirement. Include any training that has not led to any qualification/accreditation as this is good evidence of continuing personal and professional development.

**Skills, Knowledge and Experience:**  this is where you make your case for your ability to do the job. Pay careful attention to the Person Specification as this is what the shortlisting panel will use to access your application. You are unlikely to be shortlisted unless you meet most or all of the essential criteria listed in the person specification. The shortlisting panel will be looking for evidence that illustrates relevant skills, knowledge and experience.

Take each point in the person specification in turn, and describe how you meet each one. What evidence can you provide to demonstrate that you have the necessary skills, knowledge and experience? You need to DEMONSTRATE that you have the skills, knowledge and experience necessary to do the job. It will not be sufficient simply to say that you fulfil certain criteria and unsupported statements will not be accepted. You should describe how you meet the person specification giving examples.

Think about your experience. How can you show that you have the skills, knowledge and experience necessary to do the job? Explaining your past and present jobs or interests to someone else may help you uncover hidden skills that you take for granted.

Remember unpaid work and work at home can be just as relevant as paid work. Consider experience that you have acquired outside work, such as community, voluntary or leisure interests.

Do a rough draft first and proof read it to check for mistakes (e.g. spelling) and accuracy. Have you answered every question? Have you signed and dated the declaration at the end of the form? Always keep a copy of the form for your own reference.

Make sure the form is returned to the correct postal address (with the correct amount of postage paid) or email address by the closing date/time.

Late applications will not be considered.

**If you have any general enquiries about your application please contact the person whose name appears at the front of the application pack.**

**Appendix 1: Organisational Chart for new structure**