



Job Description for the Community Development Worker based at St James's Church, Baildon

Job Title	Community Development Worker
Accountable to	Vicar of Baildon or their deputy
Terms	Initially a three-year contract on 14 hours per week
Salary	According to qualifications and experience in the region of £10 - £12 per hour
Benefits	An office space, NI, pension contribution, expenses (to cover mileage in work, stationery etc), holidays

Baildon lies 3 miles north of Bradford and 9.5 miles north west of Leeds with a population of approximately 16,000 as at 2020. The Church of England in the Parish of Baildon has three churches, St John's, St James's and St Hugh's and the post of Community Worker would be based at St James's which is in the Charlestown area.

The Charlestown area of Baildon is underserved for community services. St James's Church was rebuilt and newly furnished in 2008 and itself offers a community facility, being situated in the heart of the residential area. A very comfortable new lounge was added with a kitchen which includes equipment to make hot meals.

A garden was added which is used by the community as a quiet space. Our vision as a Parish is to develop St James's as a well-used community hub offering a welcoming space for all.

The post is funded by the Parish of Baildon through a grant from Baildon Town Council.

Project Aim

We aim to utilise St James's as a well-used community hub for a variety of groups, clubs, activities and services which support and enable local people. We anticipate these groups will be run by volunteers, but we also want to work with professional organisations, charities and support agencies to bring services to this area of Baildon.

The vision for St James's is to include an holistic model of a community resource which includes physical, social, financial, environmental, intellectual, occupational and emotional factors. The hub is based in St James's Church, but the outcomes of the post are to develop community and are not religious.

Tasks of the post

- To consult with and listen to the residents, current users, and those who come into the Charlestown area to discover needs and to identify activities and projects already taking place and where current energy and enthusiasm lies
- To develop a framework of services and activities to address the needs identified
- Use an asset-based community development model to empower residents to take ownership of initiatives
- To network with other voluntary and community groups
- To liaise with the newly appointed Parish Nurse, informing the nurse of community need
- To administer grant funding to satisfy funders
- To seek suitable funding to sustain the post
- To recruit, train and support volunteers

Person Specification

- An understanding of community work with either a community work qualification or experience in that or another relevant field
- Experience of line managing volunteers/employees or a willingness to be trained
- A knowledge of, or being willing to be trained in keeping simple financial records so as to hold and manage a small budget
- Computer literacy with an understanding of social media and how it can be used to enhance the work of the Hub
- Some flexible working which may involve evenings and weekends
- Good interpersonal skills, both written and verbal. Being comfortable in group and one-to-one settings and with the ability to network
- An ability to work on one's own initiative
- An understanding and sensitivity towards the Church and its mission, and an appreciation of Christian values
- An ability to deal appropriately with confidential information
- An enhanced DBS. Safeguarding training will be needed but this will be offered after appointment