

Community Development Worker - Job Description

Job Title: Community Development Worker

Accountable to: St James Street Big Local

Location: SJSBL office in Harmony Hall, includes use of facilities including printing, internet, etc.

Term and salary: 2.5 days per week. Freelance. £150 per day. Assumed to be working 46 weeks per year.

Job Summary

[St James Street Big Local](#) is a lottery-funded, volunteer-led community programme based in the St James Street area of Walthamstow. We have been awarded £1 million to spend over 10 years on improving the local area. After three years of public consultation and planning, we had our first 3 Year [Big Local Plan](#) signed off by the Local Trust (the Big Local national governing body) in 2016, and we started implementation one year ago. It's an exciting time, with lots of activities underway.

We are now recruiting for a new Community Development Worker (our current CDW is moving on after three years in post). It's a diverse role that involves juggling communications, finance, administration, events management, and lots of community building activities with local volunteers and organisations! The role is freelance for 2.5 days per week – usually working on regular week days (exact days are negotiable), but the successful candidate will have the flexibility to swap a week day for the occasional weekend commitment. You will be a confident self-starter, and a competent administrator, who is experienced working with volunteers, happy to multi-task, and appreciates our local community.

Key Responsibilities

Finance & Administration

- Supporting the Chair to set agenda for monthly Partnership meetings (last Thursday of each month, 7-9pm), taking minutes in the meeting and circulating afterwards
- Maintaining overall Plan budget spreadsheet and working with the CREST (our local trusted organisation) book keeper to ensure invoices are correctly coded and updated budget is presented monthly to the Partnership
- Receiving and checking invoices from SJSBL grant recipients and circulating to payment authorisation group
- Handling SJSBL petty cash
- Maintaining SJSBL documentation

Communications

- Championing SJSBL in the local community and with relevant wider stakeholders
- Responding to enquiries from members of the public and referring to relevant volunteers
- Managing SJSBL social media (currently the CDW handles Facebook and two volunteers handle Twitter and Instagram)
- Updating the website with 'latest news' and events, plus updates to pages on WordPress
- Sending out emails on the MailChimp, creating flyers in ppt, PSD or InDesign, etc.
- Making sure we have photos of SJSBL activities!

Events

- Supporting regular SJSBL events, including our Public Forums, Christmas Carols, the Jumble Trail, etc.,
- Manning our stall at public events, e.g., Walthamstow Garden Party, local fairs, etc.

Themes

- Supporting each of the volunteer leads and sub-groups to run their themes. This may include coordinating grant application processes (Charities, People, Businesses), running



smaller events or activities (People, Places), supporting public consultation in sub-group decision making (Places), managing subcontractors (Businesses, Places), advertising activities (all themes), writing case studies about work completed (all themes)

Other

- Undertaking any other relevant duties as may be required by SJSBL

For further details of the post: Please contact Libbi Lee on 07810 860362 or libbi.lee@gmail.com

Closing Date: please email cover letter (one page) and CV to stjamesbiglocal@gmail.com by 12pm on 8 December, shortlisted applicants will be contacted on 11 or 12 December to arrange an interview on 12-15 December. The successful applicant will be expected to start on or around 8 January 2018

Person specification

Relevant knowledge and experience

- planning, monitoring, evaluating and reporting on projects in the charity sector;
- preparing written communications, including announcements, case studies, minutes, etc.;
- organising small public events;
- responding to public enquires;
- coaching people, e.g., on developing ideas, completing application forms, etc.;
- knowledge of Waltham Forest area;
- balancing multiple stakeholders including local residents, user groups, charities, funders;
- undertaking and responding to public consultation;
- managing an online presence;
- managing a grant application process;
- working inclusively and promoting equal opportunities; and
- an understanding of social enterprise development

Skills and abilities

- ability to organise workload;
- good written and oral communication skills;
- basic funding and financial reporting skills;
- ability to communicate at all levels and produce reports and briefings;
- computer literacy (ideally Word, Excel, PowerPoint, MailChimp, WordPress and InDesign or Photoshop);
- marketing skills;
- presentation skills;
- ability to work effectively solo and as part of a team;
- flexible and innovative approach to work; and
- an ability to travel locally in London