

WHERE
CAREERS
THRIVE

When potential
is unlocked,
talent *thrives*



West
Northamptonshire
Council

Job description and person specification

Community Development Worker

Community Safety and Engagement Team, Communities and Opportunities Directorate.

Thank you for your interest in this role. Our vision at West Northamptonshire Council (WNC) is: 'to make West Northants a great place to live, work, visit and thrive'.

We truly stand by this and work hard every day to make this a reality, and at WNC it's about our people. People who thrive with ambition, bring new ideas, demand better ways of working, care about every detail, and who never shy away from a challenge.



West
Northamptonshire
Council

Our culture is a gateway for new experiences. A place to forge new opportunities. To empower you in your career and unite you with like-minded people. When potential is unlocked, talent thrives.

Purpose and impact:

1. To build strong partnerships with communities, agencies and services and empower communities to identify and stimulate community responses to local issues with a particular emphasis on developing community capacity and resilience to address health inequalities and improve health and wellbeing outcomes and develop their local area into the place they want it to be.
2. To focus on developing early intervention and prevention, building up community resilience by working within localities and with community groups to increase the access to universal and preventive services.
3. Gather information, insight, and intelligence about health inequalities in local communities.

Accountable to:

This Community Development worker (CDW) role sits within the Well Northants Team, which is a part of the wider community safety and engagement team under the Communities and Opportunities Directorate. This directorate is focussed on harnessing the power of local communities and empowering local people to define local solutions.

The Community Development worker reports to the Well Northants Team leader.

Responsibilities:

1. To develop and maintain a clear understanding of local community strengths, resources, connections, gaps, and opportunities which they will use, working collaboratively with community stakeholders, to develop creative solutions and implement a delivery plan to build stronger, more resilient, more welcoming, and inclusive communities.
2. To work with local communities and groups to strengthen their capacity to include and support people who are vulnerable and excluded/ marginalised. To get to know, build and maintain effective working relationships to support people of all ages and backgrounds to determine and pursue their preferred lifestyle, identify their own strengths and needs, and control the required resources, to the extent that they desire, to achieve their identified outcomes.
3. To assist groups to identify problems and issues which may be resolved by community action and support them in such initiatives. To provide help and assistance to community groups and individuals who want to set up/maintain community groups, working in local neighbourhoods and offering advice on appropriate structures of organisation and assessing organisational development needs.
4. To ensure proper records are maintained for all eligible persons in the local area through use of an endorsed data system, providing information and data for reporting purposes and responds to requests for information. To prioritise the collation and production of statistical Information in order to provide evidence that the community project plan is meeting identified outcomes.
5. To identify and work collaboratively and effectively with existing agencies who provide services and support, and to identify and create new solutions to meet identified needs where there is currently no, or limited support or services. This will include advising on available national and local funding

initiatives. To work in a multi-disciplinary way with other agencies in supporting the community to identify and address issues of disadvantage and social exclusion.

6. To develop and work together with 'local champions' and volunteers to assist with the delivery of the identified needs of the community to create sustainability and ownership by community members.
7. To oversee the administration and monitoring of community grants.
8. To maximise personal productivity, minimise duplication and errors; and manage our information efficiently and securely to reduce risk, through effective use of Office 365 and our internal IT systems and applications.
9. Actively challenge and seek to eliminate any directly or indirectly discriminatory practice or behaviours.
10. Demonstrate awareness and understanding of other people's behavioural, physical, social and welfare needs and ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

Person specification:

The requirements for the role are outlined below and will be part of the selection process. Each of the criteria listed below will be measured by:

(**A**) Application Form, (**T**) Test, (**I**) Interview, (**P**) Presentation, (**D**) Documentation.

Minimum levels of knowledge, skills experience and qualifications required for this job.

Skills and abilities:	Essential / Desirable	Measured by
Experience of working unsupervised and using own initiative.	Essential	A, I
Ability to negotiate with various agencies and community groups.	Essential	A, I
Experience of recording data and producing simple updates and reports as required for stakeholders.	Essential	A, I
Experience of being innovative and creative.	Essential	A, I
Ability to identify needs of community groups and organisations.	Essential	A, I
Experience of working using person centred approaches in practice and a commitment to inclusiveness and empowerment.	Essential	A, I
The ability to travel effectively to various locations.	Essential	A, I
Ability to lead and motivate.	Essential	A, I
Willingness to undertake further training.	Essential	A, I
Ability to make risk assessments to protect self.	Desirable	A, I
Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.	Essential	A, I
Excellent organisational ability including the ability to prioritise work.	Essential	A, I
This is applicable to all roles in WNC that are required to use IT equipment: Demonstrate effective use of Office 365 (incl. Teams, OneDrive, etc.) or willingness to undertake training during the probation period.		A/T/I

Knowledge:	Essential / Desirable	Measured by
Able to demonstrate a good understanding of NHS and local authority policy, statutory duties and responsibilities.	Essential	A, I
Able to demonstrate understanding of community development and health promotion approaches	Essential	A, I
Good knowledge and understanding of relevant national and local policy issues in health and social care.	Essential	A, I
Understanding of social issues and their impact.	Essential	A, I
A knowledge of Safeguarding.	Essential	A, I

Demonstrate an understanding of relevant national and local funding sources.	Desirable	A, I
Show understanding and promote the principles of coproduction and inclusion.	Essential	A, I
An understanding of administering a grants programme.	Desirable	A, I

Relevant experience:	Essential / Desirable	Measured by
Experience in community development or related field	Essential	A, I
Demonstrate experience of working in NHS, local government or voluntary and community sector cultures and structures.	Essential	A, I
Experience of delivering multi-agency work including experience of responding successfully to the challenges of joint working, representing a public health or organisational view and experience of leading or chairing a multi-agency group.	Essential	A, I
Adaptable and able to work well against a background of significant change and uncertainty.	Desirable	A, I
Experience of developing health improvement strategies and/or action plans.	Desirable	A, I

Education, training and work qualifications:	Essential / Desirable	Measured by
A Level or equivalent	Essential	D
Degree or Postgraduate qualification relevant to health or social care Health, Public Health, Social Science	Desirable	D

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates.

Additional pre-employment checks specific to this role include:

Enhanced DBS with barred list.

Day-to-day in the role:

Hours:	37 per week	Primary work base:	The Guildhall, Northampton
Job family band:	Community and inclusion	Worker type:	Part-flexible
Salary range:	£31,869 - £34,663	Budget responsibility:	N/A
People management responsibility:	N/A		

Working conditions & how we work:

The Community Development Worker will be working with communities at a neighbourhood level. Target neighbourhoods for this post are in the process of being defined.

This role has been identified as a part-flexible worker type, this means that you will be able to work from other work locations and when not working from an office you will be working remotely for up to 3 days a week (including from home). It is anticipated that once established the community development worker will spend most of their time within the target community / Neighbourhood.

We are open to discussions about flexible working.

Our organisational values and behaviours

Everything we want to achieve for West Northants depends on having the right people in place and doing the right things and we want all colleagues to THRIVE, both personally and professionally. Our values and our behaviours framework underpin how we work and what partners and customers can expect from us. We want to do our very best for our residents, service users and businesses and for our staff – we want everyone to THRIVE.

T	Trust	We are honest, fair, transparent and accountable. We can be trusted to do what we say we will.
H	High Performing	we get the basics right and what we do, we do well. We manage our business efficiently.
R	Respect	we respect each other and our customers in a diverse, professional and supportive environment.
I	Innovate	we encourage curiosity, we are creative and seize opportunities to grow individually as an organisation and as an area.
V	Value	We continually strive for best practice and ways of improving existing procedures, practices and systems and thereby promoting efficiency and cost effectiveness
E	Empower	we believe in people, will listen, learn and trust them to make decisions. We help people to realise their ambitions.

“Valuing colleagues as individuals and encompassing our different perspectives to deliver our collective ambitions. One West inclusive culture”

When potential is unlocked, talent *thrives*

Choose a career that offers you a true sense of achievement, fills you with pride and challenges you in a positive way, everyday.

The benefits of a career at WNC include:

- **People** are at the centre of everything we do. Without our people, we wouldn't be able to deliver services to the people in our community.
- **Ambition** runs through everything we do at West Northants Council, we nurture and develop our people's ambition and willingness to succeed, to continually improve the service we provide to the community.
- **Care** is at the heart of West Northants Council, we care in so many ways; seen and unseen, helping our colleagues and community to thrive.
- **Flexibility** is key, we know work-life balance is critical to wellbeing, so we work hard to make sure our benefits package promotes and improves wellbeing; from annual leave, sick pay, family leave and flexible working, financial security offered by a local government pension scheme and life assurance, and discount schemes which make a difference to your day-to-day life, through to employee helplines offering free legal, health, financial and wellbeing advice and support.

We want you to have balance and be happy.

