



JOB DESCRIPTION

Job Title: Development Worker – Communita Too

Report to: Centre Manager

Responsible for: Project Volunteers

Hours of Work: 15 hours per week to start
Friday & Saturdays 8:30am – 4:30pm (30 min lunch)

Salary: £9.50 per hour

Location: Kings Norton

Contract Type: (i.e. permanent, fixed term etc.) Up to end of July 2022 with possible extension.

Job Purpose

To lead in the development of “Communita Too”, a project to address positive social inclusion for younger and older people, led by Age Concern Birmingham. Our aim is for Communita Too to be an accessible hub, where the community can take part in a variety of innovative, meaningful and supportive social activities and events which will increase social interaction between different groups of people, creating stronger, friendlier local communities. Healthy Food and drinks will be served at a low cost, benefiting people on low incomes.

The focus of the project will be to support individuals in overcoming a range of issues that affect themselves, their family and the community, reduce isolation, and increase the development of friendships, general wellbeing and levels of social cohesion. We will focus on building intergenerational relationships between old and young and different cultural and ethnic backgrounds by, for example providing a number of volunteer roles for the running of the hub in order to offer a range of activities in consultation with users.

The development worker will build relationships with the local community, working with residents and services to identify isolation, vulnerability and hot spots for anti-social behaviour within the local community. Working with a wide range of organisations including, councillors, residents, health centres, schools and youth organisations to develop Communita Too as a local support and activity hub.

The development worker will support the overall development of the café / hub, support in the café as and when required, and lead on the promotion of the project on an ongoing basis.

Essential Duties/Responsibilities:

1. To support in overseeing the development of Communita Too café
2. To build relationships with the local community, working with residents and services to identify community need, including isolation and anti-social behaviour, working with the community, schools and organisations

to develop through the hub, meaningful and valuable activities for people to engage in to develop their confidence, skills and self-worth.

3. To develop strong links and partnerships within the identified community groups targeting schools, Faith Groups, Third Sector Organisations, Charity's and Voluntary Services to raise awareness of the project and Communita Too.
4. To develop the project, including the development of processes and paperwork.
5. This role will include gaining the relevant knowledge and understanding of the cafes operation by working within the kitchen when required and supporting on a day to day basis.
6. Keep monitoring and data up to date, report writing and collection of case studies.
7. Recruit, induct, train and supervise volunteers under the guidance of the management team.
8. Support volunteers where needed, maintaining good relationships and arranging regular group meetings for volunteers.
9. Publicise services through marketing on a day to day basis.
10. Attend relevant events.
11. Monitor and evaluate the project on an ongoing basis according to ACB procedures in order to produce required statistical information and satisfaction surveys and funder reports.
12. To comply with Health, Safety and food hygiene arrangements and to act in accordance with the ACB Health and Safety Policy and Procedures.
13. To work at all times within the Values and Mission Statements and the Diversity and Equality Policy of Age Concern Birmingham, together with all other agreed policies and procedures of the organisation, and to ensure that this applies to all volunteers as appropriate.
14. To promote a positive image of Age Concern Birmingham at all times and to establish a professional and confidential working relationship with all staff and volunteers.
15. Any other task required within the remit of the role.

Skills & Qualifications:

- Excellent interpersonal skills with the ability to reach and communicate with a wide range of people.
- Willingness to learn new skills
- Have a problem solving outlook
- Creative approach to engaging with the local community
- Teamwork

Special Conditions:

- Disclosure and Barring Service (DBS) check will be undertaken for this role.

This is a description of the job as it is at present. It does not form part of the contract of employment. Job Definitions are regularly reviewed and altered when necessary in conjunction with the post holder.

Age Concern Birmingham / Jubilee Citizens UK are committed to Safeguarding: Promoting good practice and prevention of harm and abuse to ensure allegations of abuse or suspicions are dealt with and the person experiencing abuse is supported



PERSON SPECIFICATION

FACTORS	ESSENTIAL	DESIRABLE
<p>Skills, Knowledge, Abilities</p> <ol style="list-style-type: none"> 1. Excellent communication and listening skills with people of all ages. 2. Sensitivity to peoples diverse needs 3. Ability to motivate people 4. Positive and innovative approach that leads to the ongoing development and growth of the service 5. Ability to work on own initiative. 6. Keen interest in health and wellbeing for people of all ages. 7. Understanding of safeguarding 	<p style="text-align: center;">✓ ✓ ✓ ✓ ✓ ✓ ✓</p>	
<p>Previous Experience</p> <ol style="list-style-type: none"> 8. Experience of supervising people / volunteers 9. Experience of working with young and older people. 10. Experience of planning, running and coordinating activities for people of all ages 11. Experience of working within a café setting 	<p style="text-align: center;">✓ ✓ ✓</p>	<p style="text-align: center;">✓</p>
<p>Qualifications</p> <ol style="list-style-type: none"> 12. Food Hygiene Level 2 		<p style="text-align: center;">✓</p>

November 2020

