

Job Description

For Non-Streamlined Positions

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

Role Details

Job Title:	Apprentice Community Development Worker	JEID	X0002
Salary Grade:	Apprenticeship Pay Scale		
Team:	Communities and Partnerships		
Service Area:	Operational Excellence		
Primary Location:	Warwick		
Political Restriction	This position is not politically restricted.		
Responsible to:	Localities and Communities Officer		
Responsible for:	N/A		

Role Purpose

To develop the capacity of residents and resident led groups in agreed targeted communities and to work with these communities and a range of agencies to address local priorities.

The role is required to work at times to suit our client groups including evening and weekend work.

Role Responsibilities

The following responsibilities should be carried out in partnership with targeted communities and relevant statutory and voluntary and community sector support organisations:

- Provide an audit of existing community facilities and community activity (within agreed targeted area) and identify opportunities for support and development.
- Support, develop and where necessary establish mechanisms, processes and events to enable local people to identify their shared priorities and aspirations and to discuss these with service providers in order to find solutions.
- Support and encourage individuals, groups, and networks, especially those that may feel excluded from community life (including Black, Asian and Minority Ethnic (BAME) communities, younger people, older people and disabled people) to engage in local

community partnership arrangements, to access services and to get involved in a range of local activities.

- Support the development of community media and help to organise and promote community events.
- Work imaginatively with partners to promote a positive image of the local area and to promote community cohesion.
- Help to develop the use of local community facilities for a range of services, both voluntary and statutory, and ensure that provision is complementary and based on identified needs and priorities.
- In response to identified priorities, support the development of community initiatives, helping to get new projects off the ground and brokering the involvement of a range of agencies.
- Encourage and support people to engage in a range of local activities, help to sustain, support and develop existing volunteer networks, and support local groups to create new opportunities for community involvement and social action.
- Support local community-led groups to identify and meet their training and other capacity building needs, and act as trainer/consultant where appropriate.
- Support the development of resident-led projects and new groups as appropriate.
- Work to ensure that community associations and other networks and groups are representative of the diversity of the local community.
- Enhance community capacity and establish robust mechanisms so that as far as possible all the above is sustainable in the future.
- Liaise with partners to ensure the successful development and implementation of plans to improve the local quality of life.
- Keep records of work undertaken and provide timely and accurate reports to the Localities and Communities Officer, project delivery lead and partner agencies as appropriate.
- Keep informed of local and national community development initiatives and undertake networking where appropriate.
- Share good practice with other community development apprentices and officers locally and across the county.
- Participate as appropriate in the activities of the Warwickshire County Council Communities and Partnerships Service.
- Ensure good equal opportunities and health and safety practice in all activities.
- Undertake any training as required.

- Undertake any other activities as appropriate that will help to meet the purpose of the job.

Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

Essential Criteria

Assessed By:

A good general standard of education (5 GCSEs grade A-C or equivalent)	A
Understanding of the key aspects of Community Development	A,P,I
Some knowledge of the voluntary and community sector and how it supports local community activity	A,P,I
Some knowledge of the issues affecting disadvantaged neighbourhoods	A,I
Commitment to achieving positive results and outcomes	A,I
Understanding of the needs of small community groups	A,P,I
Willingness to work independently and as part of a team	A,I
Willingness to work with a wide range of people in a sympathetic and supportive way	A,P,I
Excellent written and oral communication and presentation skills	A,P,I
Flexibility to adapt to changing workload demands and respond to new challenges	A,I
Ability to write reports and minutes	A
Good negotiation and mediation skills	A,I
Competent ICT skills, especially word processing	A
Ability to travel effectively within Warwickshire	A,I

Desirable Criteria – Delete section below

Assessed By:

Experience of volunteering in communities	A
Understanding of local authorities and working with elected members	A,I

Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These

are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.

<input type="checkbox"/> Provision of personal care on a regular basis	<input type="checkbox"/> Driving HGV or LGV for work
<input type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	- Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
<input type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis	<input type="checkbox"/> Restricted postural change – prolonged sitting
- Lone working on a regular basis	<input type="checkbox"/> Restricted postural change – prolonged standing
Yes - Night work (evening work)	<input type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/> Rotating shift work	<input type="checkbox"/> Manual cleaning/ domestic duties
<input type="checkbox"/> Working on/ or near a road	Yes - Regular work outdoors
Yes - Significant use of computers (display screen equipment)	Yes - Work with vulnerable children or vulnerable adults
<input type="checkbox"/> Undertaking repetitive tasks	<input type="checkbox"/> Working with challenging behaviours
<input type="checkbox"/> Continual telephone use (call centres)	<input type="checkbox"/> Regular work with skin irritants/ allergens
<input type="checkbox"/> Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/> Work requiring respirators or masks	<input type="checkbox"/> Work with vibrating tools/ machinery
<input type="checkbox"/> Work involving food handling	<input type="checkbox"/> Work with waste, refuse
<input type="checkbox"/> Potential exposure to blood or bodily fluids	Yes - Face-to-face contact with members of the public
<input type="checkbox"/> Other (please specify):	