**Community Development Worker**

Elms Bank High School

Application Pack



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**Community Development Worker**

**Unsworth Community Hub and Elms Bank School**

***“An outstanding school”***

(Ofsted October 2014)

**Required for as soon as possible**

**30 hours per week, all year round, for an initial period of 12 months.**

# **(Actual salary £22,702.70)**

We are seeking to appoint a highly motivated and enthusiastic Community Development Worker to lead the development of a Community Hub in Unsworth (formerly known as Unsworth Library). This is an exciting opportunity to become involved in the Community Hub at its inception, and to play a pioneering role in its development and future direction. The post is for a 12-month period initially, although the intention is for the role to continue with the successful establishment of the venture.

The Community Hub is an initiative led by Elms Bank School in partnership with the local community. It will serve as a centre for developing the employability skills of Elms Bank College students as they work alongside Elms Bank staff and volunteers in the provision of a library, community services and a community café. Elms Bank is an outstanding generic secondary special school for pupils aged 11-19. The aim is for other partners and the public to access other services at the Hub. It is envisaged that the Hub will unite the local community through the development and provision of a range of services in partnership with a variety of groups and businesses. The postholder will play a key role in developing the Community Hub to achieve this vision.

The successful candidate will be will have day-to-day responsibility for the hub building and the services delivered to the community and will oversee the work of the Unsworth Community Hub volunteers. The role will involve building relationships, developing partnerships, recruiting and training volunteers, with an ongoing remit of enabling and empowering local people to run their own activities.

The post-holder will **not** have responsibility for the students’ education: he or she will work alongside Elms Bank teaching staff.

This is a vitally important role for a dynamic and highly motivated individual who is both confident in taking on a challenge and is able to drive the Hub forward. The ability to work with the leadership team of Elms Bank to attract new funding and develop revenue sources, in addition to developing services, will be key attributes of the role.

*We are looking for a colleague who:*

* *will provide excellent day-to-day management of the hub*
* *will work positively with students and understand the value of gaining employability skills*
* *will be highly- motivated and will develop positive relationships within the local communities and organisations, expanding the services on offer at the Hub to engage and unite the community*
* *will have a good understanding of developing and managing a community project and generating profit through fundraising and the development of business opportunities*
* *will have a clear understanding and experience of bid writing*
* *will have knowledge of community development work and be able to apply these values*
* *will effectively and supportively manage volunteers and work alongside our students and staff*
* *will be able to work flexibly as the nature of this role may require additional hours*

We are committed to **equality** of **opportunity** for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

Appointment is subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service and references. The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Applications are returnable to Mrs O Langley-Sadler, Headteacher at [recruitment@oaklp.co.uk](mailto:recruitment@oaklp.co.uk) by 9.00am on Monday 6th July 2020.

**Enquiries about this post**

**Please email to make enquiries about the post and we will respond asap**

To make enquiries about the post please contact Georgina Barnett, HR Manager at recruitment@oaklp.co.uk.

**About Elms Bank School**

Elms Bank is a vibrant and forward thinking generic secondary special school based in Bury, Greater Manchester. All our pupils have a Statement of Special Educational Needs. Our age-range is from 11 to 19 and we currently have 249 pupils in school. Our pupils are divided between 34 classes including specialist classes for pupils who are on the autistic spectrum. Our intake is mainly from Millwood Primary Special School and a range of mainstream primary schools across Bury. We also accommodate pupils who come from other local authorities. This will depend on the availability of places.

At Elms Bank we embrace the Arts (Drama, Art and Music) and Applied Learning. Both these areas enrich the curriculum for our young people and contribute to making Elms Bank a place where talent can be nurtured and young people can grow in confidence. You will see lots of information on the website about the achievement of our pupils. These areas include our annual school production, our choir with over 50 members and work placements completed by our pupils.

Central to our vision is to work in partnership within a multi-disciplinary approach to meet the needs of all the young people in our school community. We aim to create a safe and happy learning environment where everyone is treated with respect and dignity. The website contains information about all the people who work in partnership with us. These include a range of services from the National Health Service, the Educational Psychologist and the Local Authority SEN Department.

We have strong links with Millwood Primary School and a range of other local primary schools. We ensure that all our Year 7 pupils have a very positive transition from our feeder schools into Elms Bank. Many of our pupils are able to access inclusion opportunities in mainstream high schools. We value the opportunities created through these links to allow our pupils to grow in confidence both socially and academically.

The staff team are the greatest strength of the school. We aim to provide the highest standards of education and care for our special young people. We plan to meet each pupil’s specific needs. We look for every opportunity to celebrate their achievements.

The school had a significant new build for September 2015 and a brand new hydrotherapy pool for September 2019. In September 2019 sixth form students moved to Elms Bank College Hub on the site of St. Monica’s.   
  
**Hydrotherapy Pool**  
The new, state of the art hydrotherapy pool is serviced by a range of changing rooms with integrated hoisting. It also has a light system installed to enhance sensory experiences.  
  
**Sporting Facilities**  
We have a fully equipped sports hall, with a climbing wall and trampolines. We also have a multi-use games area, outside gym equipment area, and a full-sized football pitch.  
  
**Personal Care and Security**  
Each department has its own private bathroom area and all classrooms have access for wheelchair users. The school is securely fenced and accessed through the front entrance. The school has security doors at the front and back of the school.  
  
**Sensory Integration**  
Within our Specialist Provision we have a sensory integration room, which allows students access to sensory input to meet their needs. The room contains sensory equipment including a swing.  
In addition to this we have a sensory light pod that is mobile and therefore can be accessed by a range of students. The school also has a well-stocked sensory garden.  
  
**Elms Bank Bistro and Common Room**  
The Bistro provides a professional working kitchen in which students work and study courses in food and hospitality. The common room attached to the bistro provides a space for a range of students to socialise during their break and dinner.

**Unsworth Community Hub**

We are developing the former Unsworth Library as a community hub first, foremost to give our students the opportunityto develop their employability skills. The students from Elms Bank College work in the community hub.The hub is being developed as a community resource and has become part of Elms Bank due to a community asset transfer agreement following the closure of Unsworth Library and other libraries in Bury in 2018.  
  
**Extended Services**  
Elms Bank is part of the Extended Schools Initiative through clubs, residential activities and weekend events.

**Buddy Dog**

**What does a Buddy Dog do?**

A Buddy Dog gives pupils the opportunity to build on their communication and mobility skills needed to enhance their lives. Confidence is also enhanced by giving certain responsibilities to pupils to care for the dog’s needs, i.e. feeding, grooming and walking. We have Bob and Bear at the main school site and Holly at the College Hub.

Bob, Bear and Holly have other dog friends who come and help in school and the College Hub.

**Our Buddy Dogs - Bob, Bear and Holly**

The dogs are very busy during the day and they go into classes with pupils. A pupil from the class collects and returns them from and to the office either independently, if they are confident to do so, or with a member of staff if needed. The dogs are used as reading dogs, that allows pupils who are less confident at reading out loud to be able to read to them as this can be less intimidating than reading to a member of the reading team.

They are well liked around school and have a very calming effect on pupils. If a pupil becomes distressed the dogs can help to calm them down as pupils always want to interact with them.

The dogs gets involved in lessons in all sorts of ways which range from sitting with pupils to learning about how to take care of him and sometimes he is even measured! Bob also helps pupils to understand the responsibilities of owning a pet.

Bear is a new addition to Elms Bank School and is only a young puppy. He is learning to socialise within the school environment and meeting all the students in different forms. As Bear grows, he will be joining the older dogs on their school duties with the pupils.

**Elms Bank Mission Statement**

Elms Bank offers a holistic provision. Out students’ achievements and successes are celebrated widely.

We use innovative and **aspirational** strategies to increase students’ **resilience** and confidence to overcome barriers to ensure their lives are enriched both now and into adulthood.

We believe that at the heart of a student’s personalised success is exceptional teaching, learning and pastoral care.

We pride ourselves on our overwhelming sense of family and community; where every staff member leads with **integrity** and compassion to achieve **‘Excellence for All’.**

**Job Description**

**Community Development Worker**

Normal place of work: The Community Hub

Responsible to: Headteacher

Responsible for: The Community Hub volunteers

Hours of work: 30 hours per week

Salary: £22,702.70 per annum

**Special Conditions of Service**

* This role is a new role, **for 12 months’ duration** initially. The intention is for the role to continue after 12 months as this post is essential to the success of the Community Hub.
* The nature of the work may involve unsociable hours including working at weekends
* Flexibility in hours may be required

**Job Purpose**

* To lead the development of the Community Hub, taking responsibility for the hub buildings and a team of volunteers, and forging partnerships within the local community to enhance services and develop revenue sources.

**KEY RESPONSIBILITIES**

**Managing the Community Hub**

* Day-to-day operational management of Unsworth Community Hub, which includes working with young people with a learning disability and operating hub procedures for opening and closing.
* Responsibility for the wellbeing, management, development and performance of all volunteers
* Working closely with Elms Bank facilities management and catering colleagues to ensure that the physical environment and catering services are safe and well run;
* Implementing and ensuring adherence to strategy, business plans, policies, processes, procedures and best practices, as defined by Elms Bank and the Unsworth Community Hub trustees
* Working with the facilities manager of Oak Learning Partnership (Multi–Academy Trust) to ensure statutory compliance for Health and Safety, environmental management and building management.

**Developing Working Relationships with Communities and Organisations**

* Building relationships within and with the local community and organisations, attending relevant events and visiting groups and individuals.
* Developing strategic relationships with communities, organisations and within partnerships, specifically with Bury People First and Elms Bank Extended Services provision.
* Ensure the maintenance and updating of the online presence of Unsworth Community Hub by the students and volunteers, including website, facebook, twitter and other social media as a means of enhancing communication about activities and services.
* Co-ordinate and support the organisation of projects, services and regular activities within the refurbished Community Centre.

**Encourage People to Work with and Learn from Each Other**

* Ensure the delivery of community engagement events to hear the views of local people and involve them in the Community Centre’s development as participants and volunteers.
* Ensure the community and other organisations plan community events and services, in partnership where possible, to meet identified needs.
* Encourage organisations and individuals to celebrate festivals and other significant events with each other.

**Work with People in Communities to Plan for Change and take Collective Action**

* Develop, write and submit funding bids to maintain and develop existing and new projects and resources alongside the charity trustees and partner organisations.
* Develop other forms of fundraising alongside the charity trustees and partner organisations to include third sector funding opportunities, crowdfunding, legacy giving, sponsorship, events, company giving and donations.
* Support adult groups in developing and implementing social/community action projects, ideally in partnership, with inter-generational activity where possible.
* Develop a Skills Development Programme at the Community Centre in partnership with other relevant organisations and Elms Bank. This should include CV writing, interviewing, literacy, numeracy, budgeting and communication. Facilitate delivery of other skills development sessions such as computing, DIY, knitting, parenting and assertiveness.
* Consult with Elms Bank to ensure diverse youth provision within the Community Centre.
* Consult with Persona and other organisation supporting the elderly to ensure ongoing provision of Older People’s and other services within the Community Centre.
* Ensure the programme of projects, activities and services are effectively publicised.

**Work with People in Communities to Develop and use Frameworks for Evaluation and Identify Funding Streams**

* **Help partner groups and organisations to reflect and review work undertaken.**
* **Ensure all work undertaken within** theCommunity Centre **is clearly evidenced and evaluated, including quarterly monitoring reports to funders and preparation of** the Community Centre’s **Annual Report.**

**Reflect on and Develop own Practice and Role**

* Produce a written report on progress to charity Trustees’ meetings and the headteacher of Elms Bank.
* Plan, in consultation with the line manager and professional supervisor, a programme of personal training and development.
* To be committed to the principles of on-going professional development and to undertake appropriate training as required

**Other Duties**

* Ensure that at all times the work of the Community Centre reflects no discrimination on the grounds of gender, colour, religion, nationality, disability or wealth and that the value of equality of opportunity is a fundamental element of delivery.
* Take responsibility for the administration of own work.
* Attend all meetings of the charity Trustees and report to them on all aspects of work.
* Be a key holder.
* Undertake any other duties assigned by the charity trustees and/ or Headteacher, commensurate with the responsibilities and grade of the post.
* To be aware of and comply with policies and procedures relating to child protection, safeguarding, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person as soon as they arise
* Follow school ethos and values of aspiration, integrity and resilience
* To undertake any other duties and responsibilities commensurate to the grade

**Induction**

The Community Development Worker will participate in a period of induction, as agreed with the Line Manager and Professional Supervisor.

**Appraisal**

The Community Development Worker will participate in setting their objectives in agreement with their Line Manager and, subsequently, in a formal annual appraisal.

**Review of Job Description**

This job description is subject to review. The charity Trustees shall ensure that opportunity for review is available annually.

|  |  |  |
| --- | --- | --- |
| **Job Description Prepared by:** | **Signed:** | **Date:** |
| **Agreed Correct by Post- Holder:** | **Signed:** | **Date:** |
| **Agreed Correct by CEO of Oak LP:**    E. Parkinson | **Signed:** | **Date:** |

**Person Specification**

1. **Qualifications and Experience**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Criteria | Essential/  Desirable | Evidenced In |
| 1.1 | At least two years’ experience of Community Development Work, including fundraising and training programmes, as a worker or volunteer. | E | Application  Interview  Reference |
| 1.2 | Degree or Diploma (or equivalent) in Community Development Work, Education or an associated profession. Alternatively, at least two years’ full-time experience in a Community Work and/or Education setting. | E | Application  Interview  Reference |
| 1.3 | Experience of planning and managing workload and evaluating progress. | E | Application  Interview  Reference |
| 1.4 | Experience of working with volunteers. | E | Application  Interview  Reference |
| 1.5 | Experience of business, project and work action planning | D | Application  Interview |
| 1.6 | Experience of organising larger community events | D | Application  Interview |
| 1.7 | Experience of operating library services | D | Application  Interview |

1. **Knowledge**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Criteria | Essential/  Desirable | Evidenced In |
| 2.1 | Understanding of issues facing people with disabilities, and the ability to communicate this understanding. | E | Application  Interview |
| 2.2 | Understanding of community development work and ability to apply practice principles. | E | Application  Interview  Reference |
| 2.3 | Knowledge of relevant legislation around community development, health & safety, safeguarding and volunteering. | E | Application  Interview |
| 2.4 | Understanding of community and education curriculums and their delivery. | D | Application  Interview |
| 2.5 | Understanding of the needs of different communities and people, particularly those who are vulnerable or disadvantaged. | E | Application  Interview  Reference |

1. **Skills, Abilities and Attributes**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Criteria | Essential/  Desirable | Evidenced In |
| 3.1 | Demonstrable funding bid writing skills and policy development. | E | Application  Interview |
| 3.2 | Ability to design and deliver training programmes | D | Application  Interview |
| 3.3 | Ability to develop working relationships with communities, organisations, and people from different backgrounds and cultures. | E | Application  Interview |
| 3.4 | Ability to encourage people to work and to learn from each other. | E | Application  Interview |
| 3.5 | Ability to work with people in communities to plan for change, take collective action and develop and use frameworks for evaluation. | E | Application  Interview |
| 3.6 | Demonstrable interpersonal and communication skills (verbal and written) with people at all levels including the ability to record relevant information and produce legible, concise and accurate written reports. | E | Application  Interview  Reference |
| 3.7 | Commitment to continuing professional development | E | Application  Interview |
| 3.9 | High level of IT literacy including the effective use of the internet and Microsoft Office applications. | E | Application  Interview |
| 3.10 | Ability to manage and motivate volunteers and develop their skills. | E | Application  Interview |
| 3.11 | Ability to reflect on and develop own practice and role | E | Application  Interview |

1. **Personal Attributes**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Criteria | Essential/  Desirable | Evidenced In |
| 4.1 | Tact and good judgement in all dealings with the public and colleagues, including a good sense of humour, to build a rapport with individuals both young and old. | E | Application  Interview |
| 4.2 | Personal commitment to making services equally accessible, participatory and appropriate to the diverse needs of individuals. | D | Application  Interview |
| 4.3 | Enthusiasm and motivation to successfully complete tasks to required timescales. | E | Application  Interview |
| 4.4 | Innovative, creative and flexible approach, especially in the area of outreach work. | E | Application  Interview |
| 4.7 | A positive ‘can do’ attitude. | E | Interview |
| 4.8 | Ability to plan, in consultation with the line manager and professional supervisor, a programme of personal training and development. | E | Application  Interview |