

February 2010

Dear Applicant

Innovations Community Development Worker

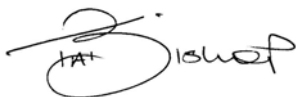
I am pleased to enclose a recruitment pack for the post of Innovations Community Development Worker at Community First East Hampshire. You should find a Job Description, Person Specification, a summary of the Terms and Conditions, an Application Form, Equal Opportunities monitoring form and some information about the project. Should you wish to download the application electronically; the form can be found on our website, www.cfeh.org.uk.

Please return the application form to **The Director (confidential), Community First East Hampshire, The Tilmore Centre, 1 Tilmore Road, Petersfield, GU32 2HG** by 5pm on Friday 12th March 2010. We will shortlist and inform the relevant candidates as soon as possible by telephone, letter or email, as interviews will be held on Monday 22nd March 2010. Please indicate which telephone number or email is best to use for this. We also need to know if you would have any special requirements if called for interview.

If you would like to discuss anything about this post or the work of Community First, please telephone me on 01730 710017.

Thank you for your interest in our organisation. We look forward to hearing from you.

Yours sincerely



Terry Bishop
Chief Executive

Community First East Hampshire

Job Description

Post Title **Innovations Community Development Worker for the Community Innovations Partnership**
Part-time (18.5 hours per week. c. £19,500)
One year contract, possible extension

Main Purposes **Please read in conjunction with 'Background Information'.**

To contribute to achievement of the aim of the Innovations project, namely to help older people retain their independence and feeling of well-being, and be a part of their local community and to reduce their need for costly interventions e.g. hospital bed days and GP home visits

To support local voluntary sector groups in developing the support they can offer to vulnerable older members of the community within the catchment area. This will include a wide range of groups e.g. interest based groups and not just groups for older people.

To help in the creation of new groups to fill established gaps in provision

To work with statutory and other agencies to raise awareness of voluntary and community resources available to older people.

Responsible to **The Innovations Community Development Worker will be a member of the staff team at Community First East Hampshire, line managed by the Development Manager and responsible through him or her via the Chief Executive to the Community First East Hampshire Board of Trustees as employers. S/he will also be a member of the County wide Community Innovations Team.**

Main Tasks and Responsibilities

- To research and catalogue all relevant voluntary and community sector groups, (VCS) in the area, ensuring they are recorded on e.VOLve, (County-wide database of voluntary and community groups), so that it can be a resource for workers of the project and the wider community.
- To develop and maintain a directory of resources available to older people within the project catchment area.
- Where there is an identified need, to set up new VCS groups to meet that need or to help existing VCS groups to expand
- To support the networking and sharing of experiences and best practice between VCS groups working with the project and to develop new networks as appropriate
- To be a member of the local community innovations team, contributing to the development of the team's role, and serving the team's catchment area.

- To provide a signposting and information service for organisations and individuals within the project catchment area.
- To maintain links with statutory agencies and raise awareness of the community resources available to older people.
- To be the main point of contact between Community First and the Community Innovations Team
- To liaise with other services of Community First, such as the Volunteer Centre, other community development and training staff, and the volunteering development worker to ensure joined up working and to avoid duplication
- To liaise with other CVSs involved in the Community Innovation Project to share ideas, good practice etc.
- To be aware and supportive of other VCS initiatives to support vulnerable people, in particular projects supported by the Hampshire County Council Wellbeing Team
- To ensure that groups have all the appropriate policies and systems in place
- To establish and maintain positive relationships with groups so that they are open to the advice and guidance offered regarding best practice
- To offer support, advice and information to relevant groups so as to ensure their good operation and sustainability
- To assist groups to identify any training needs that they may have and to assist in finding ways to fulfil those needs
- To keep groups informed of relevant information and changes happening at local, county and national level
- To keep records of work undertaken and to report on it as appropriate

General

- To record, monitor and evaluate the work and be self sufficient in terms of the post's administrative work
- To promote equality and diversity in all aspects of the work
- To advise the Trustee Board and prepare reports as required by them and funders, including qualitative and quantitative information
- To supervise volunteers associated with the work
- To comply with all of Community First's policies and conditions of service as laid out in the Staff Handbook and amendments
- To ensure a positive working environment and to assist in the general running of the organisation
- To undertake such additional responsibilities as required which are commensurate with the grade and responsibilities of the post
- All employees and volunteers are expected to work as a team by actively sharing and exchanging information across the organisation, attending staff meetings when asked and working together with other staff when roles and interests overlap

The post will be based in East Hampshire at the offices of Community First East Hampshire which are currently in Petersfield. Some travel throughout East Hampshire and Hampshire will be involved, for which travel costs whilst on business are reimbursed.

COMMUNITY FIRST EAST HAMPSHIRE

Innovations Community Development Worker for the Community Innovations Partnership

Background Information

The Community Innovations project is a Hampshire wide project led by Hampshire County Council's Adult Services Department in collaboration with Hampshire Councils of Voluntary Service and the Primary Care Trust. Working through local teams, this multiagency initiative is aimed at identifying older people at risk of losing their independence and linking them back into their communities. Each Innovations team has members from health, adult services and the voluntary sector and works together to support older people and their families.

In East Hampshire the Innovations project covers Petersfield, Liss and surrounding villages. The team includes a social worker, nurse, community support worker, occupational therapist and a community development worker. Working together, the team is able to address many of the issues affecting older people at risk of losing their independence, from ensuring they have access to the health and care they need to helping them link back into their community. The support on offer is varied and can range from information about benefits they are eligible for to accompanying someone to a singing club. The aim of the team is to help older people regain their independence and feel part of their local community. The support provided is free and older people can either be referred to the team, for example through their GP, or can contact the team directly.

Support is also provided to local voluntary and community organisations, which provide activities or services for older people. The community development worker gives advice or assistance to groups interested in developing new services or expanding existing activities. Support ranges from accessing funding, understanding new legislation to recruiting volunteers. The community development worker also plays an important role in maintaining links between the voluntary sector and statutory agencies and raising awareness of the Innovations project.

Innovations Community Development Worker
Person Specification

Criteria	Essential	Desirable
Qualifications		♣ Qualification relevant to the post
Experience	<ul style="list-style-type: none"> ♣ Extensive experience in community development ♣ Providing and sharing information ♣ Project development and delivery 	<ul style="list-style-type: none"> ♣ Working in a cross sector partnership environment ♣ Experience of establishing networks of groups ♣ Experience of working with health/adult services
Skills	<ul style="list-style-type: none"> ♣ Good communication, listening and inter-personal skills ♣ Ability to work with and support volunteers who run local groups ♣ Good computer and administrative skills, including word processing, spreadsheets, email etc 	<ul style="list-style-type: none"> ♣ Ability to train and support volunteers ♣ Good presentation skills ♣ Facilitation skills
Knowledge	<ul style="list-style-type: none"> ♣ An understanding of and commitment to equality and diversity ♣ Understanding of the needs of vulnerable older people ♣ Knowledge of policies and legislation that are relevant to community groups ♣ Knowledge of funding issues and fundraising 	<ul style="list-style-type: none"> ♣ Knowledge of the issues facing the voluntary sector ♣ Knowledge of statutory structures ♣ Knowledge of the geographical area and local community activities
Personal Attributes	<ul style="list-style-type: none"> ♣ Excellent ability to network and build positive working relationships ♣ Proven ability to manage time and own workload ♣ Able to work effectively with people at a variety of levels ♣ Ability to perceive links across projects ♣ A self starter who is able to work individually and positively as part of a committed staff team ♣ Able to work flexibly to meet the needs of voluntary and community groups 	

Community First East Hampshire

Innovations Community Development Worker Outline of Terms and Conditions

A statement detailing full terms and conditions of employment will be supplied upon offer of employment. The information given below is intended as a guide for applicants.

Post	Innovations Community Development Worker
Salary	c£19,500 per annum pro rata, dependent on experience.
Travel	Travel in the course of work will be reimbursed at the current Community First mileage allowance for personal car use, or against receipt for public transport.
Contract	A contract of employment will be issued from the date of employment, subject to continued funding. The initial contract is subject to a satisfactory 3 month probationary period. All contracts are issued according to current employment legislation.
Hours	18.5 hours per week No overtime is payable but reasonable time off in lieu will be given for evening/weekend working, which is required in this post.
Base	The main place of work will be at Community First's offices in East Hampshire. This is currently in Petersfield. A no-smoking policy operates at the office.
Holidays	21 days pro rata + statutory holidays in each year. An additional day is given for each full year of employment to a maximum of 5, (pro rata). The office is usually closed between Christmas and New Year.
Pension	Community First will contribute 6% towards a personal pension plan, subject to a similar personal contribution from the employee, after the initial probationary period of 3 months.
Management	The post will be line managed by the Development Manager
CRB	This post requires a check by the Criminal Records Bureau.

Community First operates under an Equality and Diversity policy, to which all staff are required to adhere. A staff handbook containing full terms and conditions of employment, practice and procedures will be issued to the postholder. All policies, procedures and conditions of employment are subject to periodic review.



The Tilmore Centre
1 Tilmore Road
Petersfield
GU32 2HG

Community First East Hampshire - Confidential
Job Application Form

(Please complete in black ink)

Ref.

Application for Post of:

Please give your reasons for applying for this post. What are the skills, interests and experience that you could bring to it? Please include details of any voluntary work. Note that the tasks required to be undertaken by the post holder are detailed in the Job Description. Applicants are advised to present evidence of how they meet the criteria given in the Person Specification.

Do not enclose a separate CV or references; they will not be copied to the selection panel.

A. Why do you wish to be considered for this post?

Please return completed form in an envelope marked "CONFIDENTIAL"
for the attention of the Chief Executive

B. Experience: Please refer to the job description and person specification headings and give details of all experience, (paid and unpaid), relevant to the advertised post, including details of any skills and abilities you have acquired. Please continue on a separate sheet if necessary.

Education & Training

Please give details of your qualifications and experience, including subjects taken and short courses where appropriate.

School/College/Organisation (with dates)	Qualifications/Courses/Subjects taken with grades where applicable

Interests, voluntary positions or special experience

Employment History

Present or most recent employer/organisation

Name and Address	Job Title and brief description of responsibilities	From	To
Reason for wanting to leave			

Previous Employment

Name and Address	Job Title and a brief description of responsibilities	From	To

If appointed when could you start this job?

This page will not be seen by the selection panel until interview.

Ref.

Application for the Post of: **Innovations Community Development Worker**

Personal Details please complete IN BLOCK CAPITALS

Last name	<input type="text"/>	First name	<input type="text"/>
Address	<input type="text"/>		
Telephone No Work	<input type="text"/>	Home	<input type="text"/>
		Mobile	<input type="text"/>
E-mail address	<input type="text"/>		
Do you hold a current driving licence?	Yes/No	Do you have access to a car	Yes/No
Health	Is there anything concerning your medical history or state of health that is relevant to this application? Yes/No	How many days sickness have you had during the last year?	NI Number
	If yes, what is this?	Other evidence of eligibility to work in the UK?	

Criminal Convictions

Due to the nature of this work, the names of successful applicants may be referred to the Criminal Records Bureau for clearance. In accordance, you are requested to provide information and details of previous convictions and cautions, including those classed as 'spent'.

Positive disclosure will not necessarily preclude an applicant from employment by the organisation. Any offer of employment may be withdrawn or dismissal may result if criminal offences are not disclosed. Any record notified to us will be referred to you for comment.

We require unspent convictions to be declared and will consider their relevance in the light of the policy which is outlined above.

Do you have any criminal convictions, including ones regarded as spent Yes No
If yes please give details, date and nature of offence(s),

REFEREES

Please give the names and addresses of two referees, who should not be related to you. Unless there is good reason, we would prefer one of these to be taken from your most recent employer or course supervisor (where applicable). If you do not wish us to take up a reference from your current employer at this stage, please say so. If the employer reference is not taken up at this stage any offer of appointment will be made subject to that reference being satisfactory.

REFEREE 1 (Current or most recent EMPLOYER / or COURSE SUPERVISOR if in education)

NAME POSITION

ORGANISATION

ADDRESS

TELEPHONE NUMBER

Please tick if we should not contact prior to final selection

REFEREE 2

NAME

ORGANISATION

ADDRESS

TELEPHONE NUMBER

Please state in what capacity the referee is known to you
.....

<p>I confirm that to the best of my knowledge the information given on this form is true and correct and can be treated as part of any subsequent contract of employment.</p>	
<p>Signature <input style="width: 90%; height: 30px; border: 1px solid black;" type="text"/></p>	<p>Date <input style="width: 90%; height: 30px; border: 1px solid black;" type="text"/></p>

