



Role Profile	
Title	Community Support Worker
Location	Edinburgh (East)
Salary	£9-£11 per hour, dependant on experience
Hours	17.5 week
Leave	28 days (plus public holidays)
Report to	Project Lead
Role summary	
<p>Community Renewal is a social enterprise and registered charity that works to build community, improve quality of life and alleviate poverty by engaging individuals and families and supporting them to achieve sustainable employment, improved health and to become more involved in their community.</p> <p>The role of Community Support Worker is to support the Project Lead with ensuring that all aspects of the Peoples Health Trust project are met.</p> <p>The role will combine effective leadership of current community projects ensuring they operate and deliver on the neighbourhood plan as well as pursuing the broader company strategy of embedding existing projects within their respective neighbourhoods and supporting in the development of new initiatives.</p> <p>This role is funded by the Peoples Health Trust until 31 December 2019.</p>	
Overall Objectives	
<p>To contribute to the implementation of the agreed work plan. To work as part of a team in developing and maintaining an outreach strategy within the Projects target area that will assist local people to:</p> <ul style="list-style-type: none"> • Identify issues and find solutions to their own needs • Work together in taking action on the issues identified, which affect their lives • Support the development of new and active issue based groups in the area • Support the development of leadership within the community and build their confidence and skills to participate on decision making structures that impact on their daily lives • Link into and participate in opportunities, activities and programmes becoming available through the PHT or through other organisations within Edinburgh • Assist the Project Lead with delivering the project activities plan 	
Key accountabilities	

- Working in partnership with the Project Lead to ensure that services are delivered cost-effectively, and all resources, particularly staff are utilised to best effect
- To monitor and evaluate performance and outcomes and prepare and carry out plans to make necessary adjustments to ensure success of services and contracts, whilst always working within the ethos and values of Community Renewal
- To ensure that Community Renewal's policies and procedures are implemented consistently in all its offices and venues including Health and Safety, Data Protection, Equalities and Staff Absence and Performance
- Any other duties as required by the Senior Management

Role Requirements		
	Essential	Desirable
Experience	<ul style="list-style-type: none"> • Experience of supporting individuals with setting up groups • Experience of undertaking outreach and developing relationships with individuals and groups • Experience of supporting local projects / promoting collective action between active individuals and community groups 	<ul style="list-style-type: none"> • Experience of managing petty cash • Budget management experience
Qualifications		<ul style="list-style-type: none"> • Qualification in (or working towards) Community Development would be an advantage
Knowledge/Aptitude	<ul style="list-style-type: none"> • Ability to organise information • Excellent and demonstrable people management skills • Ability to manage time across several projects and locations • Ability to assist the Project Lead to deliver targets and objectives • Commitment to continuous professional development 	<ul style="list-style-type: none"> • Ability to track and evaluate the progress of individuals in order to understand the long-term economic and social impact on households and neighbourhoods

	<ul style="list-style-type: none"> • Excellent Information Technology skills, Including MS Office, Web Apps and Social Media • To professionally represent the organisation at meetings and events, as and when required 	
--	--	--

Person Specification	
Knowledge and skills	<ul style="list-style-type: none"> • Communication skills with the ability to engage and work with staff, key stakeholders, employers and funders • Resilient and capable of managing potentially stressful situations whilst presenting a calm, capable and reassuring presence to staff and volunteers • Capable of the effective management and supervision of volunteers across projects • Knowledge of the needs of the target group • Good negotiating skills • Good attention to detail while maintaining a focus on the bigger picture • Knowledge of the community support structures in the local area is an advantage • A creative approach to problem solving and presenting ideas
Experience	<ul style="list-style-type: none"> • Experience of working with a wide range of agencies, including developing links and working relationships with a wide range of local services, employment and community related agencies, in particular Careers, health, JCP and Money Advice Services
Attitude and approach to work	<ul style="list-style-type: none"> • Highly flexible in your approach to working hours and location • Able to demonstrate a strong commitment to the objectives, values and vision of Community Renewal • Self-confident with an optimistic outlook whilst remaining results orientated, flexible, adaptable, and in possession of a 'can do' attitude • Self-motivated, punctual, reliable, responsible and able to work under pressure and to tight deadlines • Ability to manage time effectively; work to deadlines, and the ability and willingness to work outside normal hours when necessary • Demonstrable commitment to the principles of social justice, equality of opportunity and challenging discrimination • Committed to personal and professional development
Service Focus	<p>Service provision</p> <ul style="list-style-type: none"> • Be able to demonstrate a comprehensive understanding and knowledge of developing communities • Must be a motivated and professional individual, with a desire to achieve results with a strong client focus <p>Recording and monitoring</p>

	<ul style="list-style-type: none"> • Comfortable working with a wide range of management information; able to interpret and produce reports where required
Interpersonal Skills	<p>Working with others / Leadership</p> <ul style="list-style-type: none"> • Able to network effectively at a community level, build and maintain constructive working relationships across a range of stakeholders • Excellent people skills and the ability to lead, motivate and develop a team of volunteers <p>Communication</p> <ul style="list-style-type: none"> • Outstanding communication and interpersonal skills, both written and verbal • Confident at presenting information in a variety of situations and to different audiences • Demonstrable negotiating and influencing skills <p>Equality and Diversity</p> <ul style="list-style-type: none"> • A demonstrable commitment to equal opportunities and diversity, including a commitment to co-production
Commitment to the Organisation	<p>Commitment to organisational goals</p> <ul style="list-style-type: none"> • An authentic and demonstrable commitment to the Vision, Mission and Values of Community Renewal • Willingness and ability to take ownership of issues facing the organisation <p>Embracing change</p> <ul style="list-style-type: none"> • Open to and supportive of change and new ways of working • Should exhibit openness to change and a drive for continuous improvement, and ability to deal positively with challenges and changes in strategic direction
<p><i>The post holder is expected to work within policies and procedures of Community Renewal and be committed to its ethos and values. This includes promoting and demonstrating the principles of equal opportunity (including encouraging diversity and tackling discrimination) and sensitivity to the environment. The successful applicant will be subject to a PVG check and suitable references.</i></p>	