**JOB DESCRIPTION**

**JOB TITLE: Development Worker**

**EMPLOYER: Adur Voluntary Action (AVA)**

**RESPONSIBLE TO: CEO**

**HOURS: 18.5**

**Pay Scale Pro-rata NJC pt 21-23 (£28,900-£30,151)**

**Contract Two years (possible extension dependent on funding)**

**Closing Date Friday 3rd February 2023**

**Start Date Asap**

**Purpose of the role:**

To support the development of new and existing local voluntary and community organisations in Adur, assist local communities in identifying needs and help in the further building of community assets.

**Support to Groups**

* To conduct health checks on local organisations to assess their needs, strengths, training needs and structural requirements
* To assist member groups and other local organisations with issues relating to the sustainability and development of their service including:

Policies (including volunteering policies and agreements)

Constitutions/memorandum and articles

Governance and Good Practice

Managing finances

Helping with searching for funding and appraising funding bids

Use and management of volunteers

Publicising their service

Identifying and reaching people requiring their service

Signposting to specialist advisors

* To seek out and support small and emerging organisations so that they become sustainable
* To work with partners (including other AVA staff) to run community events which will raise the profile of local community groups and provide networking and informal training opportunities
* To create/update template policies, guidance notes and other resources for use with local organisations
* To compose and disseminate a monthly newsletter

**Supporting Local Communities**

* To work with members of the community to develop services and raise awareness of existing services
* To assess local unmet need and help to establish services to meet that need including promoting partnership work between organisations

**Other**

To carry out other duties which further AVA aims:

* To represent AVA at meetings and events as necessary, including deputising for the CEO at meetings with statutory authorities and other stakeholders, or funders (if requested)
* To keep up to date with changes in legislation and national trends which affect the charity sector and ensure this information is disseminated to local groups
* To keep up to date with changes in funding programmes and identify new funding streams ensuring this information is disseminated to local groups
* To provide oral and written reports as required by AVA CEO and Trustees

**Person Specification**

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|  | **Essential** | **Desirable** |
| **Qualifications****Educational/****Professional** | Educated to NQF level 4 | Qualifications in community development e.g. in fundraising, strategic planning, monitoring and evaluation. |
| **Experience (not all gathered at the same time)** | Proven experience of working in or with voluntary sector organisations.Proven experience of conducting organisational needs assessments.Proven experience of assessing training needs and developing and inputting into good governance training.Proven experience of organising meetings and/or other events. | Experience of working in a community development role.Experience of completing funding bids and of successfully gaining funding.Experience of networking with a range of statutory, voluntary and community organisations. |
| **Skills, Abilities and Personal Attributes** | Able to communicate effectively and sensitively with people of different backgrounds.Understanding of the issues faced by minority groups.Ability to facilitate problem solving with individuals and groups.Possess a non-judgemental and non-directive approach. Proactive, organised and methodical, able to manage competing priorities.Able to produce oral and written reports on time and to a high standard.Able to work on own initiative and as part of a team. |  |
|  | **Essential** | **Desirable** |
| **Knowledge** | Knowledge of how the statutory and voluntary sectors are structured.Understanding of charity legislation and of the regulatory and financial requirements of voluntary organisations and of good practice.Knowledge of funding streams and of the basic principles of fundraising and what makes a good funding application. | Good general knowledge of the charity sector in Adur. Understanding of the statutory and voluntary sector in West SussexGood knowledge of the work undertaken by voluntary and community groups in the UK. |
| **Other** | Understanding of and commitment to Equal OpportunitiesAble to undertake out of hours working for AVA events and meetings |  |