



### **About Adur Voluntary Action (AVA)**

Thank you for your interest in joining our team. Adur Voluntary Action (AVA) is a local infrastructure charity dedicated to supporting and strengthening communities in Adur. Our work includes supporting local groups, delivering community projects and helping people to take action in their local communities.

### **Supporting Local Groups**

We provide the essential "behind-the-scenes" help that local charities and community groups need to thrive. This includes:

- Helping groups find and apply for funding.
- Assisting with recruiting volunteers through our Volunteer Centre.
- Providing guidance on policies, rules, and good governance to ensure groups run safely and effectively.

### **Supporting Our Community**

As well as supporting local groups, we run our own inclusive activities designed to bring people together, help them express themselves and giving them opportunities to learn new skills. These projects include:

- **Digital Skills Sessions:** Helping residents get confident with technology.
- **Repair Café:** Encouraging sustainability by fixing items rather than throwing them away.
- **Craftivism:** Using creative crafts to help people have a voice and share their views on issues that matter to them.
- **Start Ups:** Helping people with a "spark" of an idea for helping their neighbourhood, turn that idea into a reality.

### **A hyper-local approach**

We believe that support should be easy to access. We have offices in Lancing and Shoreham, and we hold regular drop-in sessions at local community venues in Lancing and Fishersgate-connecting with people in the places they already gather.

## **About the role**

<b>JOB TITLE:</b>	<b>Community Worker</b>
<b>EMPLOYER:</b>	<b>Adur Voluntary Action (AVA)</b>
<b>RESPONSIBLE TO:</b>	<b>CEO</b>
<b>HOURS:</b>	<b>18.5</b>
<b>Pay Scale</b>	<b>Pro-rata NJC pt 16 (£30,518 FTE). Actual £15,218</b>
<b>Location:</b>	<b>The main office base in Lancing with travel within Adur, in particular Lancing, Sompting and Fishersgate</b>
<b>Contract</b>	<b>Until 31<sup>st</sup> December 2028</b>
<b>Closing Date</b>	<b>Sunday 8<sup>th</sup> February 2026</b>
<b>Interview Date</b>	<b>Mid-February, date tbc</b>
<b>Start Date</b>	<b>ASAP</b>

## **Purpose of the role:**

The purpose of the Community Worker is to work with communities to help them realise their potential, to go “where the people are” to build connections with communities and groups, signpost groups to our support and help build local peer support networks. You will also help communities engage in consultations and “have your say” processes.

The Community Worker will help staff AVA community sessions, work with AVA staff and volunteers to deliver Digital Skills sessions, coordinate the Repair Café and also deliver the craftivism element of the project. They will also work with the CEO and Communications Officer to promote activities via social media.

## **Work with local groups**

- Identify local community groups and build relationships with these groups
- Help maintain a database of local groups and organisations and the activities and support they provide
- Help to build, host and co-produce grass-roots peer support networks

- Signpost groups needing typical infrastructure and governance support to the CEO, and individuals needing support with funding to the Fundraising Officer.
- Refer organisations needing volunteers to our volunteer centre
- Identify and make contact with new and emerging groups.

### **Support to Communities:**

- Help individuals and groups initiate ideas and plan projects
- Help communities engage in public consultations and have your say processes
- Work with the AVA staff team and volunteers to coordinate delivery of our activities such as Digital Support, Repair Café, Craftivism and Community Composting.
- To assess local unmet need and help to establish services to meet that need including promoting partnership work between organisations
- Staff weekly community hub drop-in sessions, one in Lancing and one in Fishersgate
- Identify potential venues for Sompting based drop-in sessions and help establish these.

### **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 provide oral and written reports as required by AVA CEO and Trustees

The Person specification continues on the next page.

## Person Specification

	Essential	Desirable
<b>Qualifications Educational/ Professional</b>	Educated to NQF level 4	Qualifications in community working or co-design principles
<b>Experience (not all gathered at the same time)</b>	<p>Proven experience of working in or with voluntary sector organisations.</p> <p>Proven experience of organising meetings and/or other events.</p> <p>Proven experience of building and sustaining networks</p> <p>Experience of networking with a range of statutory, voluntary and community organisations.</p>	<p>Experience of working in a community development role.</p> <p>Experience of completing funding bids and of successfully gaining funding.</p>
<b>Skills, Abilities and Personal Attributes</b>	<p>Able to communicate effectively and sensitively with people of different backgrounds.</p> <p>Ability to facilitate problem solving with individuals and groups.</p> <p>Possess a non-judgemental and non-directive approach.</p> <p>Proactive, organised and methodical, able to manage competing priorities.</p> <p>Able to produce oral and written reports on time and to a high standard.</p> <p>Able to work on own initiative and as part of a team.</p> <p>Good IT skills including Google Office Suite and Microsoft Office</p>	<p>Lived experience of marginalised communities and/or those experiencing hardship.</p> <p>Skills using Canva, social media platforms and scheduling tools, and also Mailchimp.</p>
	Essential	Desirable
<b>Knowledge</b>	Knowledge of how the statutory and voluntary sectors are structured.	<p>Understanding of the statutory and voluntary sector in West Sussex</p> <p>Good knowledge of the work undertaken by voluntary and community groups in the UK.</p>

	<p>Understanding of the challenges faced both by local communities and also VCSE organisations locally.</p> <p>Local knowledge of the Adur area, in particular Lancing, Sompting and Fishersgate.</p> <p>Knowledge and understanding of co-design processes.</p>	
<b>Other</b>	<p>Understanding of and commitment to Equal Opportunities.</p> <p>Able to undertake out of hours working for AVA activities and meetings.</p>	

Please return completed applications by 11.59pm on Sunday 8<sup>th</sup> February 2026 to [karen@adurva.org](mailto:karen@adurva.org) or post them to:

Karen Macleod  
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