

## Job Description

### **Community Development Worker 1 x Part time 18.5 Hours (South) £10,634**

**Responsible to:** Day to Day - Development Manager AWAZ Cumbria

**Contract Term:** Fixed term contract to August 2020.

**Job Purpose:** The job holder will work developing infrastructure to support the integration of Cumbria's migrant and resident communities through a community development approach.

**(Please indicate in the application form which post you are applying for.)**

#### **Key Objectives of Posts:**

Cumbria Community Integration Project is developing infrastructure to support the integration of Cumbria's migrant and resident communities through a community development approach– delivered by AWAZ Cumbria in partnership with voluntary and community sector and statutory partners.

Cumbria Community Integration Project is undertaking a community asset-based approach and will focus resource on a series of interventions on the following 2 themes:

- Strengthening communities
- Reducing impact on services

This approach recognises increased public perceptions of migration through fostering good relations that is tackling prejudice and promoting mutual understanding, provable reduction in demand for services and firm action to tackle the root causes of extremism.

The project will be delivered over two years from September 2018-20. The funding comes from the Government's Controlling Migration Fund, and will be led by Cumbria County Council, with AWAZ, Cumbria CVS and Cumbria Development Education Centre (CDEC) as delivery partners.

## Duties & Responsibilities:

- You role will be designated in one of these areas **Carlisle (full time), South Lakeland (part time)**
- To provide practical advice and assistance to both existing and newly emerging Black and Minority Ethnic (**BME**) and **migrants** community support groups/organisations across Cumbria
- Identify and deliver training for **BME and migrants** community support groups/organisations especially on community engagement, integration and other areas as identified.
- Develop the capacity in local communities in relation to **BME and migrants** integration work of mainstream TSO's and local authorities in the identified areas across Cumbria.
- Produce relevant information for **BME and migrants community** organisations including regular bulletins, newsletters and publicity materials
- Work with mainstream voluntary and statutory community development services to minimize duplication and ensure access to mainstream services for **BME and migrants** community organisations.
- Developing the skills and knowledge of local communities and third sector organisation in the project area around Equality and Diversity.
- Work closely with CCC community development team to ensure appropriate coverage of the service across the project area
- Work in partnership with a range of voluntary and statutory agencies, across Cumbria, regionally and nationally if required.
- Work with the other Community Development Workers and Volunteers of CEDC, Cumbria CVS and other TSO's
- Engagement with community groups and individuals, enabling the development of Local Integration Plans in line with the project SMART objectives
- Undertake needs analysis with the service users of front-line services e.g. schools and Early Help Services , identify client support priorities, explore existing support packages and best practice, and develop improved tools, resources and services.

## **Cumbria Community Integration Project**

- Contribute and support the Early Hep Team's casework support to their service users and develop a Neglect awareness programme delivered to migrant communities through a range of means e.g workshops, training, seminars
- Assist with the dissemination of programme learning and experience and over all monitoring and evaluation process
- Keeping quantitative and qualitative records of activities, outputs and outcomes

### **Administration/Other**

- Preparation and delivery of resources, information, reports and financial information as required by funders and partners
- To provide written reports against set targets for Cumbria County Council, The Project Management group and the lead organisations as required
- Support the Development Manager in servicing the Project Governance Group.
- To maintain effective office systems in line with the AWAZ procedures
- Working with other staff at (AWAZ, CDEC, Cumbria CVS, CCC and other partners) to integrate the delivery of project in the organisation's services
- To undertake any other duties appropriate to the post
- To work weekends and evenings as required

Closing date: Friday 23<sup>rd</sup> November 2018 Midnight

– Interviews: Monday 3<sup>rd</sup> December 2018 – South Lakeland

***For an application pack please E-mail [admin@awaz.info](mailto:admin@awaz.info)  
Website [www.Awazcumbria.org/](http://www.Awazcumbria.org/)***

**AWAZ (Cumbria) CIC - Unit 20, Carlisle Enterprise Centre,  
James Street, Carlisle CA2 5BB**

# Cumbria Community Integration Project



## Person Specification Essential Criteria

		App – application form In – interview
Qualifications/ Experience	Educated to degree level or equivalent  Or  Experience of working with and developing voluntary community sector organisations and community development.	AP   AP/IN
Knowledge	Sound knowledge of community development principles  Good knowledge of voluntary and community sector structures, especially charitable and social enterprise and partnership working with the public sector.  Knowledge of Equality, Diversity and community cohesion issues within local communities  An understanding of the integration issues that specifically affect BME and Migrants communities in rural areas  Working in a project environment, enabling a diverse range of people to overcome disadvantage, bringing about change and transition	AP/IN/PR  AP/IN/PR  AP/IN  AP/IN/PR  AP/IN/PR
Skills	Good written and verbal skills  Computer literate – competent in using word processing and other applications  Ability to deliver learning and training to the VCS organisations in both mainstream and BME and Migrants community sector.  Excellent interpersonal skills Ability to engage sources of help on behalf of communities  Ability to engage sources of help on behalf of communities  Ability to collect and analyze information and research and	AP/IN/PR  AP  AP/IN  IN  AP/IN  AP/IN

# Cumbria Community Integration Project



	prepare reports, including statistics Partnership working Willingness to develop the use of electronic forms of communication Ability to work under own initiative and as part of a team Ability to plan and manage own workload	AP/IN AP/IN AP/IN
Other	Willingness to work throughout Cumbria, adopting a flexible and fair approach to the working week in light of project demands Ability to travel to undertake the duties required of the post	IN AP/IN

## Desirable Criteria

Qualifications/Experience	A relevant qualification in community development Experience of working specifically with BME and Migrants led groups	AP AP/IN
Knowledge	A knowledge of Equality legislation (e.g. race, disability etc..) related legislation Experience of preparing funding applications Additional language skills	AP/IN AP/IN AP/IN

Ap – application form

In – interview

Job Title	<ul style="list-style-type: none"> <li><b>Community Development Worker</b></li> </ul>
Employment term	<ul style="list-style-type: none"> <li>Fixed term, August 2020</li> <li>18.5 Hours per week for part time</li> </ul>
Salary and allowances	<ul style="list-style-type: none"> <li><b>1 x 0.5 FTE 18.5 hrs / week (£10,634)</b></li> <li>Employers contribution of up to 5 % to pension will be payable.</li> <li>business mileage payment of 45p per mile</li> <li>Annual Leave – 20 Days per annum + 8 days statutory + 2 Concessionary days</li> </ul>
Employed by	<ul style="list-style-type: none"> <li>AWAZ (Cumbria) CIC</li> <li>Employment base will be AWAZ Office in Carlisle and through hot desking in South Lakeland</li> </ul>
Responsible to	<ul style="list-style-type: none"> <li>AWAZ (Cumbria) Development Manager (Day to Day)</li> </ul>

## Cumbria Community Integration Project



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**AWAZ (Cumbria) CIC - Unit 29, Carlisle Enterprise Centre, James Street,  
Carlisle CA2 5BB**

**COMMUNITY DEVELOPMENT WORKER**  
**Fixed Term to August 2020**  
**1 x 0.5 FTE 18.5 hrs / week (£10,634)**

AWAZ Cumbria is looking for an experienced Community Development Worker to implement a new

**Community Integration project in South Cumbria.**

The successful candidates will have a track record of assisting community groups, engaging with local communities and public, private and third sector organisations and be strong team player who achieves results including:

- Community integration plans ( South Cumbria)
- Providing practical advice and assisting Community Groups (BME, migrant and refugee)
- Partnership working with a range of agencies

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