

**Community Development Officer**

**Neighbourhood Forums**

**Application Pack**

Job Description

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Application Form

Equalities monitoring form

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**Community Development Worker – Neighbourhood Forums**

**JOB DESCRIPTION**

**Job title: Community Development Worker**

**Responsible to: Deputy CEO – Head of Community Programmes**

**Location: Unit 122, Great Western Studios, Alfred Road, London W2**

**Salary: circa £28,000**

**Hours: 35 hours per week – negotiable**

*This job description does not constitute a 'term and condition of employment'.  It is provided only as a guide to assist the employee in the performance of their job.  Paddington Development Trust is an evolving organisation and therefore changes to the employee’s duties may be necessary from time to time.  The Job Description is not intended to be inflexible or a finite list of tasks and maybe varied from time to time after consultation/discussion with the post holder.*

The postholder will be employed by Paddington Development Trust, with line management, supervision and support through the Head of Community Programmes. Priorities will be developed in consultation with the Church Street Ward Neighbourhood Forum and Westbourne Neighbourhood Forum Committees. The post is offered as a fixed term 2-year contract. PDT operates a flexible working policy and is willing to explore adaptation of working arrangements to accommodate the needs of its employees, e.g. job share.

***Summary of role:***

Community development is core to PDT, and we seek to be at the forefront of good practice in widening and deepening community empowerment and cohesion within our work. In this context the postholder will have lead responsibility for developing and delivering the work of the Church Street and Westbourne and neighbourhood forums and for enabling residents to participate in the development of their local neighbourhood plans.

***Key responsibilities:***

1. To engage and build relationships with local people and community organisations, including traditionally excluded groups; proactively making contacts out in the community and enabling people to get involved in, and be aware of, the Forums.
2. To identify local people and community organisations with the potential to make a difference; to make them aware of and link them in with the Forums and where appropriate referring to other sources of support.
3. To strengthen community participation in developing Neighbourhood Plans, including through consulting on community needs where necessary; working closely with the Forum management committees and elected Chairs.
4. To research and offer advice to the Forums on the development of their neighbourhood plans in collaboration with QP Neighbourhood Council and other relevant agencies including liaison with City Council planners.
5. To enable members of the Forum MCs and any working groups, to play their part in an effective and meaningful way; building their capacity where appropriate, including through organising or delivering training.
6. To develop a process to strengthen the participation of children and young people in the development of Neighbourhood plans. working in partnership with local schools and youth groups.
7. To facilitate all MC meetings, AGM’s and public meetings and other community events including an annual festival as required, producing and distributing agendas, identifying and booking rooms and taking minutes etc.
8. To develop the Forums’ role in promoting access to services, facilities and activities in the neighbourhood; and to assist service providers in linking with local people and community organisations.
9. To be responsible for on-going communication between the Forum and the wider community, via website and leaflets and producing publicity material as appropriate.
10. To establish a relationship with the local press and media and respond to general publicity demands.

**PERSON SPECIFICATION**

**Essential requirements**

1. Understanding of and commitment to the values and process of community development.
2. Understanding of and commitment to the principles of equal opportunities.
3. Awareness of the pressures and challenges faced by people living in a deprived neighbourhood.
4. Awareness of the political sensitivities that can arise within neighbourhoods and ability to exercise sound judgement in managing conflict.
5. Excellent interpersonal skills, with experience of connecting with and building good working relationships with people from a wide range of backgrounds.
6. Able to listen to and understand people and what is important to them, and to work with them to support their development.
7. Ability to keep things in perspective; and to respond professionally in difficult situations, including in a public environment.
8. Self-motivated and proactive, with experience of working on your own initiative with minimum supervision.
9. Ability to work constructively in partnership with different organisations.
10. Experienced in communicating information and concepts clearly and effectively, in both written and spoken form, with a wide range of audiences.
11. Problem-solving: ability to identify the key issues needing attention, to spot opportunities for action, and to be creative and realistic in developing solutions.
12. Experience of developing and delivering successful projects.
13. Good organisational and time-management skills, with the ability to prioritise effectively in planning and delivering a complex and varied workload.
14. Willingness to work flexibly, i.e. occasional evening and weekend work.
15. Computer-literate: proficient in the use of email, internet, and Microsoft Office packages.

**Desirable requirements**

At least one year’s experience of working with residents and community groups.

1. Experience of:
	1. facilitating meetings and discussions; and
	2. organising events.
2. Ability to speak a local community language ideally Arabic
3. Understanding the Planning system
4. Knowledge of the North Paddington area – especially Church Street and Westbourne wards
5. Desk-top publishing skills: ability to design and layout publicity material.

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Head Office - Unit 122 Great Western Studios, 65 Alfred Road, London W2 5EU

Tel: 020 3214 3113 Website: [www.pdt.org.uk](http://www.pdt.org.uk); Email: jackie@pdt.org.uk

**APPLICATION FORM**

Please complete this form legibly and return it on or before the closing date specified in the advertisement. Late applications will not be considered. ONLY INFORMATION PROVIDED ON THIS APPLICATION FORM WILL BE CONSIDERED BY THE PANEL. Curriculum vitae will not be accepted. Candidates will outline clearly how their qualifications and experience meet the requirements of the attached person specification. All information given will be treated with the strictest confidence. Continuation sheets may be added if necessary.

1. **POSITION APPLIED FOR:** **Community Development Worker – Neighbourhood Forums**

1. **PERSONAL DETAILS**

|  |  |
| --- | --- |
| Surname: | Telephone number (Home): |
| Initials: | Telephone number (Mobile) |
|  | Telephone number (Work): |
| Full Home Address: |

|  |  |  |
| --- | --- | --- |
| Do you have the right to work in the UK?Note: the company will require proof of this right before an offer of employment can be confirmed – e.g. Passport, Birth certificate and/or any other appropriate document required to confirm your right to work in the UK as required by the Asylum and Immigration Act 1996 | Yes | No |

1. **EDUCATION**

|  |  |  |  |
| --- | --- | --- | --- |
| From | To | Type of School(i.e. Grammar/ Secondary) | Examinations taken and Qualifications Gained(Specify Grades)  |

1. **FURTHER/ HIGHER EDUCATION**

|  |  |  |  |
| --- | --- | --- | --- |
| From | To | Name of Institution(state if Full – or- Part Time) | Subjects Taken and Qualifications Gained (Specify Grades or Degree Class Obtained) |

1. **MEMBERSHIP OF PROFESSIONAL ORGANISATIONS**

|  |  |  |
| --- | --- | --- |
| Date Joined | Institute/ Organisation | Grade of Membership (Where appropriate) |

1. **EMPLOYMENT RECORD (**Please list chronologically, starting with current or last employer)

|  |  |  |  |
| --- | --- | --- | --- |
| Name and Address of Employer and Nature of Business: | From: To: | Job Title:Job Function/ Responsibilities: | Final Salary and Reason for Leaving |
|  |  |  |  |

1. **TRAINING**

|  |
| --- |
| Details of any relevant training courses attended, and awards achieved, including dates, if appropriate |

1. **EVIDENCE OF SUITABILITY FOR THIS POSITION**

|  |
| --- |
| Please provide a written statement providing clear evidence as to how you meet thecriteria in person specification for this post. Please use additional pages if required. |

1. **DISABILITY**

|  |
| --- |
| Do you consider yourself to be disabled? Yes No *(please tick as appropriate)*If yes, do you require any special arrangements or reasonable adjustments to be made to assist you if called for interview?Please provide details: |
|  |

1. **REFEREES**

Please give the details of two work related referees, including your current or most recent post. Referees will not be contacted without your prior approval.

|  |  |
| --- | --- |
| Name: | Name: |
| Position: | Position: |
| Company: | Company: |
| Address:Telephone No.: | Address:Telephone No.: |
| Nature of Relationship: | Nature of Relationship: |

1. **VERIFICATION OF INFORMATION**

|  |
| --- |
| I certify that all information which I have provided is correct. I understand that any false information given may result in a job offer being withdrawn.Signature: Date: |

***Please complete the separate monitoring form enclosed.***

**The closing date for return of application is – Tuesday, August 27th 2019. Interviews will be held in the first or second week of September.**

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**Monitoring form**

We wish to make sure that as an employer we are providing equality of opportunity to all people regardless of race, colour, religion, sex, ethnic origin or disability. To help us achieve this, please would you fill in the questionnaire below.

If you choose not to answer, this will not prejudice your application.

|  |  |  |
| --- | --- | --- |
| Gender (please tick one) | Male  | Female |
| Age (please tick one) |
| 16-19 | 20 – 29  | 30 – 39 | 40 – 49 | 50 – 59 | 60+ |

|  |
| --- |
| How would you describe your ethnic background? |
| White |
| White British | White Irish | White Other |

|  |
| --- |
| Mixed |
| White and Black Caribbean | White and Black African | White and Asian |
| Any other mixed background (please say which) |  |

|  |
| --- |
| Asian or Asian British |
| Indian  | Pakistani | Bangladeshi |
| Any other Asian background (please say which) |  |

|  |
| --- |
| Black or Black British |
| Caribbean | African |  |
| Any other Black background (please say which) |  |

|  |  |  |
| --- | --- | --- |
| Other ethnic group |  |  |
| Chinese | Arabic | Other (please state |
| Any other ethnic group (please say which) |  |

|  |
| --- |
| Faith/religion (please tick one) |
| Buddhist | Christian | Hindu | Jewish |
| Muslim | Sikh | None  | Other (specify)  |

|  |
| --- |
| Sexual orientation (please tick) |
| Bisexual | Heterosexual  | Lesbian or gay |

If you have a disability or special communication needs that you think we should know about, please use this space to tell us about them.

|  |
| --- |
|  |

Your application and the information you give on this form will be kept strictly confidential and will be separated from the recruitment process.

Thank you