

Community Development Worker

JOB DESCRIPTION

JOB TITLE:	Community Development Worker
LOCATION:	Base in rural Clydesdale, Lanark or Douglas Water but mainly working from home or from a facility within the Duneaton CC area
TERMS:	16 hours per week, 28 days annual leave inc Public Holidays (pro rata 90 hours)
LINE MANAGER:	Project Manager, Rural Development Projects
SALARY:	£25,000 (pro rata £11,428.57)
DURATION:	24 Months

Main Purpose of the Post:

To work with Duneaton Community Council to assist local groups to develop and deliver projects in the project area, including assisting to identify funding opportunities and to assist groups with applications.

To engage and liaise with communities in the Project area, to stimulate interest in the project and assist Partners, providers and the local community to develop and implement project activity within the identified areas.

Main Duties and Responsibilities

- To assist local groups get their ideas developed into projects
- To liaise with Partner organisations, statutory agencies, public bodies and the voluntary sector
- To monitor project activity and outputs against targets
- To liaise with rural groups and other relevant programmes operating in the area
- To promote and publicise the project among community groups and residents within the project area
- To respond to general and specific enquiries regarding the project from Partners and the local community.

Key Tasks

- Generate and stimulate interest in the project within the catchment area and promote opportunities to become engaged in project delivery
- Encourage the development of volunteering
- Assist in the preparation of articles and news releases for the project which can then be disseminated via local newsletters, websites and the local press
- Provide project monitoring information to assist Duneaton Community Council to report to the project funder
- Undertake other duties as reasonably required by the Project Manager and Duneaton Community Council.

Notes

- The Rural Development Trust are hosting this post on behalf of Duneaton Community Council
- The post is 100% funded by SSE through the Clyde Wind Farm Extension Fund