



JOB DESCRIPTION

POST: Link Up Development Worker

BACKGROUND:

Dundee Volunteer and Voluntary Action (DVVA) hosts Inspiring Scotland's Link Up project in Whitfield, Dundee. The project commenced in June 2012 as part of the national Link Up programme operating in ten vulnerable Scottish communities. In July 2015, the project was selected to become part of The Rank Foundation's Place-Based Investment Strategy in Dundee. Funding has also been secured from The Big Lottery and Investing In Community Fund.

Link Up starts from the premise that the ingredients for lasting change already lie in our communities in the shape of the passion, strengths, skills, knowledge and interests of local people. Our Link Up workers in Whitfield enable local people to harness these assets, establishing activities they want to take part in and support. In Whitfield, this has led to a wide range of activities being initiated including: Lunch Club, Allotment Group, Camera Club, Dance Group, Cinema Club, Youth Activities, Arts & Craft Group, Family Fit, Walking Group, Social/Bingo Group, Community Food Larder, Guitar Group, Men's Group and Family Drop-ins.

Through regular participation, these activities help local people in Whitfield build relationships with fellow residents, creating new social networks where they look out for each other. Coupling these support networks with the positive and nurturing environment created by our workers, people gain the confidence and skills to effect positive change for themselves, their family and their community.

The Link Up programme proactively seeks to measure these changes and to achieve a deep understanding of how change is delivered. It is also committed to sharing this learning with others interested in enabling individual and community-led change for lasting good.

Link Up Whitfield is part of the North East Project which is made up of three projects: Link Up Whitfield, Discoverin' Families Whitfield and Ormiston Stay and Play.

JOB PURPOSE:

The post holder will assist the North East Project Manager in the delivery of the Link Up project in Whitfield.

RESPONSIBLE TO: Board of DVVA through the North East Project Manager and Chief Executive Officer

MAIN DUTIES:

- Continuously reach out to, engage with and support local residents to identify their passions, strengths, skills, knowledge and interests (i.e. community assets).
- Guided by local people's own wishes, and drawing on the community assets identified, enable individuals to come together and create new activity groups (e.g. cooking, gardening, cinema, arts, crafts, sports activities).
- Provide on-going support to strengthen and develop new and existing groups, working with participants and volunteers to help the groups become self-managing and sustainable.
- Identify and foster opportunities for local people involved in Link Up to develop a shared sense of purpose and positive collective action to help each other and deliver wider community-benefit.
- Plan, prepare and maintain all necessary documentation to support the efficient and effective operation of community engagement activity, groups and the monitoring and evaluation of individuals and groups.
- Identify, develop and maintain positive working relationships with key partner organisations in Whitfield and the wider Dundee-city area.
- Work in partnership with the other projects that are part of the North East Project (Discoverin' Families and Ormiston Stay and Play)
- Liaise closely with Inspiring Scotland and attend Link Up training/development activities as appropriate.
- Assist with funding applications where necessary and help community groups to access and apply for funding needed for their group when required.
- Support community group committees and their training.

General

- Contribute to quality assurance which will ensure compliance with existing quality systems such as EFQM and Good Governance Award
- Be aware of any areas of risk and advise on improvements
- Be committed to the work of Dundee Volunteer and Voluntary Action and promote team working
- Be committed to work of the Third Sector Interface and promote partnership working
- Work in accordance with the organisation's policies and procedures.

OTHER DUTIES

This job description is a broad picture of the post at the date of preparation. It is not an exhaustive list of all possible duties and it is recognised that jobs change and evolve over time. Consequently, this is not a contractual document and the postholder will be required to carry out any other duties to the equivalent level that are necessary to fulfil the purpose of the job.

MAIN WORKING CONTACTS:

Internal: North East Project Manager and project staff and volunteers, staff and volunteers of associated projects, Inspiring Scotland and all funders.

External: Individuals, community/voluntary groups and statutory services.

LOCATION: Whitfield Community Services Complex, 101 Whitfield Drive, Dundee DD4 0DX; Dundee Volunteer and Voluntary Action, Number Ten, 10 Constitution Road, Dundee, DD1 1LL; and any other location deemed necessary to fulfil the duties of the role

This job requires contact with vulnerable groups, therefore you will require to gain/maintain PVG Scheme membership.

CONDITIONS OF SERVICE:

- These are set out in the organisation's staff handbook.
- All staff meeting the qualifying criteria may join a defined contribution pension scheme provided by TPT Retirement Solutions.
- The organisation has an equal opportunities policy and seeks to be an equal opportunities employer.

SALARY: £21,330 - £23,700 per annum pro rata

CONTRACT: Fixed-term to 31 March 2022

HOURS OF WORK: 35 hours per week), to be worked in accordance with DVVA Conditions of Service. Occasional weekend and evening work may be required.

ANNUAL LEAVE: 21 days per annum on appointment increasing each year by 1 day to a maximum of 25 days, plus 6 public holidays, plus 5 days Christmas closedown (pro rata for part-time).

TRAINING: Staff may make application to pursue appropriate training.

JOB DESCRIPTIONS are reviewed from time to time.

PERSON SPECIFICATION

This specification sets out the required essential and desirable qualities expected of the successful post holder.

ESSENTIAL	DESIRABLE
Professional/Educational Qualifications	
Educational qualifications that are relevant to this post and/or significant past work or volunteer experience	A degree in community development
Knowledge and Understanding	
	Knowledge of evaluation techniques, particularly identifying indicators of more intangible outcomes (e.g. self-confidence, self-efficacy, sense of belonging) and implementing approaches to capture, record and analyse this information
	Knowledge of Whitfield and the organisations operating there
Experience	
Developing and facilitating community-led projects using an asset-based community development approach	
Community engagement experience with the courage, conviction and skills to innovate and overcome community apathy	
Enabling sustainable individual and group development with the skills to nurture, motivate and empower people to do this for themselves and on their terms	
Working in partnership with, and where necessary co-ordinating action across, a variety of organisations/groups with differing vested interests	
Skills , Abilities and Attributes	
Highly motivated with an encouraging nature	
Passion for community engagement and involvement	
Ability to build and maintain relationships based on trust and respect	
Excellent verbal and written communication skills and the ability to communicate with and relate to people at all levels; listen well; treat people with empathy and be non-judgemental	
Ability to manage conflict	
Organisational and time management skills with an	

ability to manage a wide range of planning and operational tasks often working to tight deadlines	
Confidence, adaptability and resilience with an ability to: work alone often in challenging local circumstances; persevere; and, respond flexibly to the needs of local people	
Strong ICT skills and competency in Microsoft Office	
Other	
Flexible working which may include some evening and weekend work	
Driving licence with access to a car	