

JOB DESCRIPTION

POST TITLE	St Mary's Community Engagement Worker
RESPONSIBLE TO	St Mary's Community Centre Management Group
HOURS	20 per week
SALARY	£17,784 per annum / £17.10 per hour
CONTRACT LENGTH	24 months

JOB PURPOSE	The purpose of the job is to engage with the community of St Mary's and encourage participation in existing and new activities at community venues. In addition, the post holder will engage with the community to identify local needs and increase community participation in volunteering and activity sessions.
-------------	---

PRINCIPAL WORKING CONTACTS	<ul style="list-style-type: none"> • St Mary's Community Centre Management Group • Dundee City Council Strathmartine Community Empowerment Team • St Mary's Community Church • Other local and city-wide projects and organisations that work within the local community.
----------------------------	---

MAIN DUTIES	<ul style="list-style-type: none"> • Support people of all ages, individually and collectively, to participate in existing services and activities in the St Mary's area. • Promote participation in family-based activities and groups. • Support development of community garden space. • Support delivery of Come Dine With Us meal project. • Identify barriers which prevent participation for individuals and help address these. • Work with community groups to help develop participation through promotion, training and social media. • Create community engagement opportunities within the area using a diverse range of methods; to include design of materials and organising events. • Signpost and refer to organisations who provide services to support the impact of welfare reform e.g Strathmartine Community Foodbank, Legal Services, Welfare Rights. • Create connections, support networking and develop training opportunities with local volunteers and encourage personal development. • Develop monitoring and evaluation tools for all aspects of the job description. • Work alongside National Lottery and attend networking events and meetings when available.
-------------	--

PERSON SPECIFICATION

POST TITLE	St Mary's Community Engagement Worker
------------	---------------------------------------

	ESSENTIAL REQUIREMENTS	DESIRABLE REQUIREMENTS	METHOD OF ASSESSMENT
PROFESSIONAL/ EDUCATIONAL QUALIFICATIONS	Educated to HND level or equivalent.	Qualification in Communications, Community Education or similar.	Documents.
RELEVANT WORK/OTHER EXPERIENCE	Experience of supporting individuals to access services. Experience of working with voluntary sector. Experience of working in community settings. Experience of undertaking community engagement.		Presentation. Application.
PARTICULAR SKILLS/ABILITIES	Good verbal and written communication skills. Ability to work as part of a team. Ability to work from own initiative. Ability to motivate individuals. Advocacy skills. Good IT skills, including data collection and using social media platforms.		Presentation. Application.
PERSONAL QUALITIES	Approachable. Friendly. Non-judgemental.		Interview.
ANY ADDITIONAL JOB RELATED REQUIREMENTS	Commitment to attending training opportunities to develop knowledge and skills. Commitment to ongoing CPD.		Interview.