



The Women's Workshop, Cardiff Training Centre Ltd
JOB DESCRIPTION

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| PROJECT: | Open Space |
| POST TITLE: | Community Development Officer |
| | Fixed Term to: September 2013 |
| Salary | £24,646 pa pro rata |
| | Hours: 15 |
| Post Ref: | PP1 |
| Closing Date: | 19 th July 12 noon |
| Please return the application form to: - The Women's Workshop, Cardiff Training Centre, Clarence House, Clarence Road, Cardiff CF10 5FB | |

RESPONSIBILITIES

OPERATIONAL

- Work with local community groups to identify common issues and needs
- Facilitate the development of new community-based programmes and resources
- Promote community cohesion in the local area through organising joint awareness raising events
- Promote and publicise the Centre to appropriate organisations and communities, creating appropriate publicity material.
- Co-ordinate and manage the out of hours use of the building (evenings, weekends and school holiday periods) including tutors, resources and timetable
- Identify and recruit the specified number of beneficiaries to the out of hours learning programmes
- Ensure an effective beneficiary records system is maintained.
- Ensure that administrative systems are implemented and maintained as required by the funders.
- Assist with the preparation of any interim or final reports.
- Contribute to the development of evaluation materials across the project
- Attend project meetings as and when required

Equal Opportunities

- To actively support and comply at all times with the Equal Opportunities & Diversity Policy of the Workshop.
- To ensure all learning and activities are appropriate to the target groups

Health & Safety

- To take all reasonable care for the health and safety of yourself and of fellow employees and learners
- To co-operate with the organisation by observing safety rules and complying with any measures designed to ensure a safe and healthy working environment.
- To ensure that all Health & Safety regulations are observed during out of hours use of the building.

SUPERVISION AND GUIDANCE

- Responsible to the Director

The Women's Workshop, Cardiff Training Centre Ltd

PERSON SPECIFICATION

POST TITLE: Community Development Officer

POST REF:PP1

Summary of job:

- To effectively facilitate and manage the development of new community based programmes for women and girls at evenings, weekends and school holidays.

The selection of candidates for short-listing will be based on this specification and candidates should bear this in mind when preparing their application and completing the application form.

| ATTRIBUTES | ESSENTIAL | DESIRABLE | HOW IDENTIFIED |
|----------------|--|---|--|
| QUALIFICATIONS | <ul style="list-style-type: none"> ▪ Good general educational background | | <ul style="list-style-type: none"> ▪ Application form |
| EXPERIENCE | <ul style="list-style-type: none"> • Minimum of one years' experience of community development work • Experience of working with young women (13-17) | <ul style="list-style-type: none"> • Experience of working with women/girls with mental health issues. • Experience of working with women/girls with English as a second language | <ul style="list-style-type: none"> ▪ Application form. ▪ Interview and references. |
| TRAINING | <ul style="list-style-type: none"> • Willingness and ability to undertake and/or continue professional development | | <ul style="list-style-type: none"> ▪ Interview |

| ATTRIBUTES | ESSENTIAL | DESIRABLE | HOW IDENTIFIED |
|-----------------------------------|---|--|---|
| SPECIAL KNOWLEDGE | <ul style="list-style-type: none"> ▪ Knowledge, understanding and empathy with issues facing the target groups. | <ul style="list-style-type: none"> • Knowledge of RARPA framework | <ul style="list-style-type: none"> • Application form • Interview |
| DISPOSITION/ADJUSTMENT/ATTITUDE | <ul style="list-style-type: none"> • Ability to work at evenings, weekends and school holidays • Ability to enthuse and motivate individuals • Ability to manage own work-load • Work effectively as part of a team • Effective communication and interpersonal skills | | <ul style="list-style-type: none"> • Interview |
| PRACTICAL AND INTELLECTUAL SKILLS | <ul style="list-style-type: none"> • Computer literate • Ability to keep effective records • Well organised and methodical • Ability to interact with a wide range of people • Ability to deal with confidential information | | <ul style="list-style-type: none"> • Interview • References • Application form |