

## JOB DESCRIPTION

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| <b>Job Title:</b> Community Development Worker | <b>Grade:</b> | <b>Post No</b> |
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| <b>Responsible to:</b>  | CGS Trustees   |
| <b>Responsible for:</b> | No direct staff responsibility; Support of volunteers  |
| <b>Contact with:</b>    | Local community, representatives of statutory and voluntary organisations, volunteers and service users  |
| <b>Purpose of job:</b>  | To encourage, support, enable and develop volunteers to undertake the long term management of the organisation. Conduct research and deliver a needs assessment to support the development of a new Business Plan to meet the changing needs of the LGBT community. To develop sustainable funding opportunities. Initially undertake short term administration of the organisation. |

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| <b>Principal Accountabilities:</b> | <ol style="list-style-type: none"> <li>1. Initiate, promote and facilitate partnerships with the local community, community groups, voluntary agencies, social enterprises and statutory services to identify and meet local needs of the LGBT community.</li> <li>2. Identify community issues, needs and problems.</li> <li>3. Develop a Business Plan for services and sustainability.</li> <li>4. Encourage and support local people to advance participation, volunteering and self-help.</li> <li>5. Develop the community facility known as 'The Outhouse' to provide new services that meet needs and sustainable funding.</li> <li>6. Recruit and train voluntary staff.</li> <li>7. Undertake administration duties as required.</li> <li>8. Explore, assess and access funding opportunities to enable and support local initiatives particularly looking at Community Fundraising and self funding.</li> <li>9. Plan, develop and implement a training strategy to develop the capacity and skills of volunteers to encourage sustainability.</li> <li>10. Establish and maintain good channels of communication between communities and other agencies to maximise the impact of their work.</li> <li>11. Ensure that any innovative community development practices and models used and the Business Development Plan are made available to the wider population as required</li> <li>12. Comply with existing policies and procedures.</li> <li>13. CRB checks will be required as the post holder will be working with young people and vulnerable adults</li> </ol> |
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| <b>Prepared by:</b> CGS Management Committee | <b>Date:</b> October 2009 |
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Note: A Job Description is issued as a guide to help you to understand the duties of your job. It may be varied from time to time to meet new working requirements. It does not form part of your Contract of Employment.