

## COMMUNITY DEVELOPMENT WORKER

A flexible and exciting opportunity to be part of a pioneering, dynamic, growing and developing organisation. As a Community Development Worker this generic role that will also give you scope to soar with your strengths and develop new skills across multiple disciplines in this forward thinking community organisation, serving the community in many different ways.

This placement will provide an opportunity to develop skills in the field of Community Development and gain experience in a multitude of departments and specialisms; seeing both you and the organisation develop.

We are looking for people with a desire to gain skills in Marketing, Media, Fundraising, Finance, Administration through Community Development projects focusing on Housing, Families and Children and Education

Working remotely from home, with the opportunity to hot desk and work from the office base, as and when the restrictions lift. There will also be opportunities to participate in leadership and team building activities - through virtual, in person and outdoor activities as restrictions are lifted

Minimum GCSE Maths, English

Evidence of educational / vocational achievement or experience in one of the disciplines above that would support Community Development work, if keen and competent please apply.

Eager to learn and apply new skills, willingness to participate and work as a team. Some experience of your chosen field gained through education, work or volunteering would be an advantage.

Job Placement summary

In this placement you will be involved in all aspects of Community Development work and gain hands-on experience of how Marketing, Media, Fundraising, Finance, and Administration work together to support the work of the charity.

You will learn about and be involved in projects focusing on Housing, Children and Families, and Education. During the placement you will spend a minimum of one month on each of the following disciplines:

**Marketing:** Raise awareness of the charity through marketing the charity activities in the local community, using a variety of social media platforms to post, share and communicate the work of the charity. Keep partners and partnership organisations up to date with good news stories, progress updates through newsletters, posters, email campaigns. Research and build collateral for future vision activities e.g. families, foodbank, using IT and systems to build a database of organisations, collate text and images with permission to use in place.

**Media:** Raise awareness of the charity through the effective use of multimedia. Research modern audio visual equipment for remote and improved working, learn how multimedia is used to add value to the work of the charity. Use the recording, editing, mixing and presenting equipment to edit and produce material that promotes the work of the charity. Carry out interviews with charity staff, supporters and colleagues on placement using our studio and state of the art equipment.

**Fundraising and Finance:** Understand the critical role that fundraising plays in the charity. Learn how to put a funding bid together. Understand and build relationships with local and national funding organisations. Participate in bid development, applications and submission. Distribute letters, emails and communications to businesses who partner with the charity. Build a database of funding bid applications with milestones and timelines, tracks progress, confirms

outcomes and feedback. Gain understanding of the financial practices involved in fundraising. Gain experience of financial practices, procedures and reporting requirements. Understand cost and income, budgeting and funding, understand how Community Development activity could be financed. Support funding applications with financial costs.

**Housing:** Connect with local councils and organisations to build an information database that is maintained and used to signpost and refer people to the right support agencies. This is a developing area for the charity, working on these projects will provide valuable experience of idea creation, development and project inception.

**Children and Families:** Research local services and understand what services are available in the local community to connect Children and Family needs with the right services. Build an information database for signposting and referral. Connect local people with providers of services in the local area. Carry out work to support the developing programme Kids Alive at Five developing tools and material for the programme as needed.

**Education:** Research the local area to understand and connect with local providers for people in the community who are Not in Employment, Education or Training (NEET's). Build an information database that is maintained and used to signpost and refer people to the right support agencies. This is a developing area for the charity, working on these projects will provide valuable experience of idea creation, development and project inception. Administration is a fundamental skill that you will develop as part of this placement. You will gain experience of how good administration skills support the work you do in each area whether that is through conducting research, coordinating activity, collating information and material, developing good communication skills as you make contact with organisations, partners and people through outreach work.

During the placement you will have the opportunity to participate in activities and sessions to build leadership and teamwork - both virtual and in person as the restrictions are lifted

Initially working remotely from home with the opportunity to work from base as and when restrictions lift.

25 Hours - Flexible- Minimum Wage

East Midlands Chamber will ensure that all young people participating in the Chamber's Kickstart Scheme will receive a dedicated programme of support identified through a personal Action Plan that will support their employability skills and help them be in a better position to find work.

## TRAINING **Structure of Programme**

### **Start:**

- **Assessments:** English, maths, digital and neurodiversity assessments would be undertaken
- **Employer engagement:** Early engagement to identify any additional support needs and employment opportunities beyond the placement to tailor the programme
- **Action Planning:** Bespoke and tailored action plans to develop the skills and employment prospects of each individual

### **Mid Programme:**

- **Online learning:** Use of online learning platform for English, maths and digital skills.
- **Webinars:** Delivery of a series of employability and job-related webinars and *Work With Me* sessions
- **Neurodiversity support:** Monthly neurodiversity strategies (where applicable)

### **End:**

- **Employer Feedback:** To review the process with the employer and to obtain feedback
- **Exit Interview:** A review to discuss the programme and future goals or progression

- **New Action Plan:** To create a new action plan detailing the next steps milestone, actions and aims for work or training after the placement

**If you're aged 16-24,  
claiming Universal Credit  
and are interested in a  
Kickstart opportunity at  
RIVER NETWORK  
please speak to your  
Work Coach at the  
Jobcentre**