#### JOB DESCRIPTION AND PERSON SPECIFICATION

Post: **Project Worker**

Hours: **15 hours per week**

Salary: **£7800**

Reporting to: **Community Champions Manager**

**JOB SUMMARY/OVERALL OBJECTIVE**

Parkview community Champions Project supports local people to have a Lasting, meaningful effect on their local community through fun, exciting health and wellbeing based activities, events and campaigns.

**JOB DESCRIPTION**

**Leadership:**

* Support project lead around Recruitment, training and support of volunteers from the local community to enhance the delivery of the project.
* Support the project lead around the planning and delivery of project objectives.
* Develop a good working partnership with key delivery partners.
* Support local development initiatives for local residents.
* Promote the project in the local community i.e. regular community outreach session, leafleting and community engagement.
* Actively participate in the ongoing improvement and development of the project

# Reporting and recording

* Support project lead around recording/ monitoring tasks
* Provide administrative support to the project including collection of expenses, gathering data for monitoring.
* Actively participate in all training deemed necessary for personal and professional development.
* Adhere to the policies and procedures of white city enterprise.
* Undertake any other duties commensurate with the level of this post as may, from time to time, be required by the line manager, Head of Women’s Services or Director.

**General duties**

The post holder is required to:

* Prepare for and take part in regular supervision with the Line Manager
* Attend staff meetings and team meetings as appropriate and take an active part in organisational events, such as the Annual General meeting
* Attend staff training and development as agreed with the Line Manager
* The post holder is required to implement Equal Opportunities policy and ensure that equal opportunities principles are incorporated into the planning, delivery and monitoring of the project.
* All staff are required to work within the WCE policies and procedures ensuring that they are carried out in relation to the job and their responsibilities e.g. confidentiality, complaints, grievance & disciplinary etc.
* The post will involve occasional evening or weekend work for which time off in lieu will be given.
* Under the Health & Safety at Work Act 1974 and associated guidance it is the duty of all staff while at work to take adequate care for the health and safety of themselves and of other persons who may be affected by their actions or omissions.

**PERSON SPECIFICATION**

**The successful applicant will be required to:**

Values

* Be able to understand the importance and benefits of being part of a team.
* Be committed to proactively operating within an anti discriminatory approach.
* Have a genuine belief in the positive impact of volunteering
* Commit to valuing a diverse working environment
* Be able to commit to the values and ethos of The Community Champions Project.
* To be committed to be part of the growth of the wider organisation.

Experience:

* Demonstrate 1years experience of working in a community context either paid or unpaid.
* Demonstrate experience of working effectively with volunteers in any capacity.

Skills:

* Be an excellent organiser and have solid time management skills.
* Be confident in ITC skills including a working knowledge of word and excel.
* To think creatively.
* Be an excellent communicator both verbally and in writing.
* Take initiative and have confidence in their practice.
* Work productively in challenging environments.
* To work evenings and weekends on a regular basis.

**Please address all aspect of the person specification in your personal statement as all aspects are essential to successful**

**CRIMINAL RECORDS BUREAU**

The Criminal Records Bureau (CRB) has been introduced as a result of Part V of the Police Act, 1997 and will replace the current system of police checking (see attached notes). It should be noted that this post requires an Enhanced level of disclosure. Further information about the Disclosure Scheme is available at www.disclosure.gov.uk or by contacting the CRB Unit at Tower Hamlets council.

**REVIEW DATE/RIGHT TO VARY**

This Job Description is as currently applies and will be reviewed regularly as part of the Performance/Appraisal process, and may be subject to other variance. You may be required to undertake other tasks that can be reasonably assigned to you which is within your capability and grade.