



JOB DESCRIPTION

Job title:	(RWT) Community Project Worker – Older People's
Hours	18 hrs per week
Salary	Actual Annual salary £9360 (FTE £18200) Plus benefits after successful probation period
Contract	Fixed Term until 31 August 2018
Role Overview	
<p>To work with Cheshire Community Development Trust as part of the Rudheath and Witton Together (RWT) Partnership to deliver the Older Peoples Community Project.</p> <p>To engage with local residents to shape interventions, activities and events coordinate the delivery a range of activities for older people in Rudheath and Witton.</p>	

Main Responsibilities and Duties:

- To increase and expand the involvement of local older people residents and communities as part of the RWT community Plan
- To be proactive and engage with Rudheath and Witton residents to ensure that older people have a voice and the opportunity to shape activities and events in their local community
- To be responsible for the administration, day to day coordination and evaluation of older people activities – to include liaison with residents of Rudheath and Witton and a broad range of partners
- Working with older people in the community to identify good practice and/or gaps in services
- To ensure that activities are delivered effectively following all CCDT policies and procedures in accordance with best practice, health and safety and safeguarding.
- To actively promote intergenerational working when developing and delivering community activities
- To liaise with CCDT volunteer coordinator and RWT Community Development Worker as part of engaging volunteers to support and sustain local community involvement
- To complete and submit monitoring in line with deadlines

- To gather data from all activity and prepare a project evaluation report to support Phase 3 of the Community Plan
- To attend RWT partnership meetings as required

Cheshire CDT Usual Accountabilities

1. To work in line with Cheshire CDT values: Community, Professionalism, Quality, Reliability and Caring
2. To receive, store and process data (in whatever form or medium such data takes – e.g. electronic and/ or documented) in a confidential manner and in accordance with the Company’s agreed data management policies under the Data Protection Act
3. To attend all team and organisational meetings
4. To promote the conduct and ethos of the organisation at all times.
5. To understand and apply all Cheshire CDT policies and procedures at all times in all areas of your employment.
6. To attend any relevant training to support continued professional development in line with organisational training policy and procedures.
7. To carry out such relevant and appropriate duties commensurate with the framework of the post and grade that from time to time may be required by management in consultation with the post holder.
8. This job description is subject to regular review in accordance with changing organisational needs and consultation.

PERSON SPECIFICATION

Criteria	Essential	Desirable	Assessment Method ¹
Qualifications	Minimum A level standard or equivalent or other project related qualifications		A, Q, I
Knowledge, Application and Understanding	<p>Experience/interest/involvement of community projects and or working with older people</p> <p>Empathy and professional approach when working with and for older people</p> <p>Good understanding and application of Equal Opportunities</p> <p>Understanding of working in a confidential manner and in line with the Data Protection Act</p>	<p>Knowledge of issues facing older people in Cheshire</p> <p>Experience of working with volunteers</p> <p>Local knowledge of Rudheath and Witton area</p>	A, I

Criteria	Essential	Desirable	Assessment Method ¹
Communication	<p>Excellent written and verbal communication skills</p> <p>Excellent listening skills</p> <p>Proficient in Microsoft Excel, word and Power Point</p>		A,I
Skills and aptitudes	<p>Strong communication and interpersonal skills</p> <p>Well organised, flexible approach and capable of meeting deadlines</p> <p>Strong administrative and planning skills</p> <p>Can work independently and as part of a team</p> <p>Excellent Customer Service Skills</p>		A, I
Personal qualities	<p>Responds to challenges</p> <p>Flexible Approach to work</p> <p>Adaptability</p> <p>Ability to work plan work and prioritise a workloads</p> <p>Commitment to improving personal performance</p>		A, I
Special requirements	<p>The post will require some evening or weekend working. You will need to be able to travel around the local area and have access to transport during working hours.</p> <p>This post will require an Enhanced DBS</p>		
¹ Assessment method key – A = Application, I = Interview, Q= Recognised Qualification, T = Test			



Background Information

Rudheath and Witton Together is part of the Big Local programme which has put 150 communities in the driving seat to achieve lasting change in local areas across England.

Like all 150 areas the Rudheath and Witton community has been given £1million of Lottery Funding to invest in their neighborhood over a ten year period. Local residents are leading this by identifying local needs and interests and developing appropriate solutions and activities.

Rudheath and Witton Together is coordinated by a partnership board made up of local residents and partners and is supported by the local Groundwork organisation.

The Rudheath and Witton Together Project is currently implementing the outcomes from the Community Plan Phase 2. 2016-2018 and developing Phase 3.

Recruitment Process

Cheshire Community Development Trust is committed to supporting people with disabilities and will make reasonable adjustments to these requirements where this enables a disabled person to do the job effectively.

Closing Date for Applications: 25th September @ 5pm

Interviews will be held on: 29th September

Please note we do not score CV's please use the Cheshire Community Development Trust Application Form.

Please return your completed application form by email or post to:

Email – info@cheshirecdt.org.uk marking the header Recruitment Private and Confidential

Post - Private and Confidential - HR Recruitment
Cheshire Community Development Trust
Waterside House
Navigation Road
Northwich
Cheshire CW8 1BE