



# Sheffield City Council & Stocksbridge CLC Job Description

## Cost of Living Link Worker

<b>Portfolio:</b>	People
<b>Service Area:</b>	Community Services
<b>Grade:</b>	Grade 5
<b>Responsible To:</b>	Community Services Manager
<b>Responsible For:</b>	N/A
<b>Holidays and Sickness Relief:</b>	Cover for other Community Development Workers and team members

## Job Purpose

SCC will complement the 7 existing LAC teams with a community development and Welcome Places networker post, focussing on their LAC wards but joined together through common training and the Welcome Places project. This will create additionality to the Welcome Places approach whilst also building neighbourhood level connections between VCF providers using an asset-based model.

This post will support local Welcome Places to initiate and develop services that enable the community to build their own capacity to negotiate the cost of living challenges. It will ensure Welcome Places are integrated into local services, addressing local concerns, and where there is a lack of provision, support the work to develop services as required. The post will strive to ensure that Welcome Places are sustainable and have robust plans for their future development.

Working with individuals, families, Welcome Places and communities to empower them to;

- Identify assets, needs, opportunities, and gaps in service provision
- Alongside partners plan what needs to be achieved and support appropriate action.
- With partners develop activities and services
- Contribute to the development of a recognised and valued voice for communities

## Duties and Responsibilities

### Specific Duties and Responsibilities

#### Community Engagement

- Support Welcome Places to enable local people to mitigate the effects of the cost of living challenge
- Create and maintain an effective and a strong two-way communication with communities' partners and services including the use of social media and internet
- Help develop and maintain an intensive programme of community consultation
- Explore and introduce new, innovative and effective ways of actively engaging with communities
- Carry out community asset mapping
- Explore and support the development of co-ordinated and effective local services with known points of contact in the community.
- Increase the local community voice for the area by supporting work to formalise existing methods and help create new and innovative ways of realising community voice.

#### Partnership Working

- Work collaboratively with counter-parts in VCF hubs
- Adopting an inclusive approach, in partnership with local Councillors the community key stakeholders and public services.
- Support the coordination of front line public and partner services.
- Support community activity and work, supporting and strengthening existing and new community networks and local groups.
- Support partnerships and networks including administration of meetings and events.

#### Service Delivery

- Act as a one of the key points of contact and link between the communities and local Councillors. Including a range of VCS&F partners. Local public services e.g., Youth Services, Adult Community Learning, Parks & Countryside, Community Safety and the Police.
- Explore and support the development of more co-ordinated and effective local services with known points of contact in the community.
- Through an inclusive approach support the creation of an Area Plan for the area, in partnership with local Councillors the community key stakeholders and public services.

## General Duties and Responsibilities

To work at any site across the City.

Flexible approach to team working

To undertake all duties and responsibilities in line with current Council Policies and Procedures, including those relating to health and safety; equalities, diversity and inclusion; safeguarding procedures; financial instructions; procurement and commissioning.

To undertake any other duties in agreement with the post holder and manager. Significant changes that may affect the role and responsibilities of the post or the job description would be managed through an agreed process in consultation with the Trade Unions.

**Issue date:**

## Person Specification

Post Title: Community Development Worker (cost of living)

Minimum Essential Requirements	Assessment Method
<b>Knowledge and Experience</b>	
<ul style="list-style-type: none"> <li>Awareness of and commitment to Equal Opportunities policies and practices.</li> </ul>	Application Form/Interview
<ul style="list-style-type: none"> <li>Understanding of community development practice</li> </ul>	Application Form/Interview
<ul style="list-style-type: none"> <li>Understanding of neighbourhood regeneration issues.</li> </ul>	Application Form/Interview
<b>Skills and Abilities</b>	
<ul style="list-style-type: none"> <li>Understanding and experience of community capacity building and asset-based community development practices.</li> </ul>	Application Form/Interview
<ul style="list-style-type: none"> <li>Experience or understanding of working with communities to identify issues and solve problems</li> </ul>	Application Form/Interview
<ul style="list-style-type: none"> <li>Experience of community audits and carrying out community projects to timescale and budget.</li> </ul>	Application Form/Interview
<ul style="list-style-type: none"> <li>Experience of working with underrepresented and underserved communities.</li> </ul>	Application Form/Interview
<ul style="list-style-type: none"> <li>Experience of partnership working across sectors with both communities and organisations including public services.</li> </ul>	Application Form/Interview
<ul style="list-style-type: none"> <li>Understanding of how we can work with other agencies and community groups to identify and reduce disadvantage and social exclusion.</li> </ul>	Application Form/Interview
<ul style="list-style-type: none"> <li>An awareness of the of working practices of elected members and experience of working with senior officers</li> </ul>	Application Form/Interview
<ul style="list-style-type: none"> <li>Excellent communication skills and the ability to prioritise work</li> </ul>	Application Form/Interview
<ul style="list-style-type: none"> <li>High standard of written, presentation and oral communication skills.</li> </ul>	Application Form/Interview
<ul style="list-style-type: none"> <li>Ability to work on own initiatives and to meet deadlines.</li> </ul>	Application Form/Interview
<ul style="list-style-type: none"> <li>Ability to work under pressure</li> </ul>	Application Form/Interview
<ul style="list-style-type: none"> <li>Flexible approach to work and ability to work as part of a team.</li> </ul>	Application Form/Interview
<ul style="list-style-type: none"> <li>Skills in analysis, planning and development of projects and in use of statistical and other information</li> </ul>	Application Form/Interview
<ul style="list-style-type: none"> <li>Be able to work outside normal office hours and in a range of locations and environments.</li> </ul>	Application Form/Interview

<b>Behaviours – our ways of working</b>	
Collaboration: working with others, both internally and through partners, harnessing different skills, experience and perspectives to achieved shared commitment to service delivery.	Application Form/Interview
Communication: Clear about priorities, communicates directly and honestly and promotes understanding, invites participation and seeks feedback.	Application Form/Interview
Innovation: Positively seeks to do things better. Participates in opportunities, challenges and changes. Encourages creativity, stretches and develops others.	Application Form/Interview
Ensuring fairness: Understands and works to the values set out in the Corporate Plan, values people as individuals, show respect and positive regard for others	Application Form/Interview

Key: AF- Application Form, AC – Assessment Centre Activities, I – Interview

## Health Risks Specification

Please see the tasks, where there are some potential, residual health risks for the job

Task	Potential Health Risk if X
ICT/Computer user	<input checked="" type="checkbox"/>
Moving and handling of clients	<input type="checkbox"/>
Regular manual handling objects/ furniture/equipment	<input type="checkbox"/>
Working at heights	<input type="checkbox"/>
Noise/Vibration exposure	<input type="checkbox"/>
Confined Spaces	<input type="checkbox"/>
LGV/PCV driving	<input type="checkbox"/>
Minibus driving	<input type="checkbox"/>
Fork Lift Truck driving	<input type="checkbox"/>
School Crossing Warden Work	<input type="checkbox"/>
Night Work	<input type="checkbox"/>
Substances covered by COSHH	<input type="checkbox"/>
Respiratory and Skin Sensitisers	<input type="checkbox"/>