

# GROUNDWORK

CHANGING PLACES  
CHANGING LIVES



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## JOB DESCRIPTION

<b>JOB TITLE:</b>	Community Development Officer
<b>RESPONSIBLE FOR:</b>	Day to day supervision of volunteers
<b>LOCATION:</b>	Peterlee & Horden RFC
<b>SALARY:</b>	Circa £26,000 per annum, pro rata
<b>HOURS:</b>	25 hours per week
<b>DURATION:</b>	Fixed Term until March 2026

### JOB SUMMARY

Working as a member of the youth & community team you will engage with children, young people and adults within the Eden Hill Ward of Peterlee to help build the capacity of local groups and organisations through development and delivery of sustainable projects, to meet the needs of the local community. Dealing with a variety of project delivery tasks in a diverse and busy internal and external environment, ensuring deadlines are met whilst maintaining quality.

The post holder will provide a valuable resource for Groundwork NE & Cumbria to enable it to achieve the Trust objectives.

This post is funded by The National Lottery through The National Lottery Community Fund.

### KEY TASKS

#### Key Area: Programme Delivery

- To initiate and facilitate a programme of community led programmes & schemes in Eden Hill area

- Establishes and develops face to face relationships with members of the community within targeted areas in line with the programmes stated aims and objectives.
- Working closely with the committee of Eden Hill People Centre addressing needs of the community
- Support community members with information, advice and guidance to members of the community, in relation to issues that are pertinent to them such as health, education, and employment.
- Support members of the community in articulating their views on issues which affect them and act as advocates on their behalf. Particularly to support people's participation in local decision making.
- Promote volunteering opportunities and play an important part in the recruitment of volunteers
- To provide a wide range of opportunities for involvement and volunteering by the local community and organisations in Groundwork projects.
- Support Eden Hill People Centre to develop themselves as well as other community members.
- To work closely and develop strong working relationships with the committee members of Eden Hill People Centre and Peterlee & Horden RFC
- Develop risk assessments for any activities taking place within the centre
- Facilitating and engaging communities in a full consultation process to develop and deliver programmes of activities or improvements specific to their needs.
- To work closely with partners in statutory/non statutory services including local authorities, PCT, sponsors, businesses, voluntary and community groups and other partners, developing relationships which further the achievement of the Groundwork's objectives
- To raise the awareness of relevant Groundwork Trust Programmes with partners and funders.
- To ensure close liaison with other disciplines in Groundwork to provide local communities with the most appropriate professional service.
- To ensure timely and accurate submission of claims and the preparation of monitoring and reports for funders.
- Appraising and satisfying health & safety, legal and other regulations with respect to projects, participants and the general public.

#### Performance Targets:

- Outputs, Outcomes & Results
- Ensure management and implementation of the Groundwork North East & Cumbria's policies

#### Development Targets:

- Support with Coordinate multi delivery
- Build and maintain relationships with key partners, stakeholders and other community networks

#### Partnership Working:

- Collaborate with all partners for the mutual benefit of participants and programme performance
- Liaise with external, strategic partners and stakeholders to ensure that Groundwork North East & Cumbria delivery adds value to existing provision across Co Durham.

#### Business Development:

- Actively promote strong internal relations within the Trust and contribute proactively to inter-disciplinary working and project delivery.
- Represent the Trust as required both internally and externally.
- Contribute to the Trust Business Planning Process.

#### Staff Management:

- Day to day leadership and supervision of allocated volunteers

### Additional responsibilities

- Integrate with wider team and share knowledge to benefit the holistic development of programmes.
- To operate in a pro-active and innovative manner, to generate solutions which support a diverse customer base into sustainable employment, maintaining a belief in the customers' ability to be employed throughout.
- Comply with all organisational policy, procedures and systems.
- To be aware of and assume the appropriate level of responsibility for safeguarding and promoting the welfare of children, young people and vulnerable adults and to report any concerns in accordance with the organisation's safeguarding policies.
- Ability to work outside normal office hours.
- Any other duties commensurate with the level of the post.