



Job Description: Community Development Worker

Hours: 3 days per week (22 hours)

Contract: 2-year contract

Salary: £25,000 per annum (pro rata)

Reports to: Community Services Manager

Location: The office base for the role will be Derby West Business Centre, Mackworth, Derby, DE22 4NB. However, the post holder will be required to work flexibly between our office and their home and there will be frequent travel across Derbyshire.

Confidentiality: In the course of the work, the post holder may have knowledge of, or access to, information which is confidential. It is essential that this confidentiality is always respected and that all work is carried out within the context of Derbyshire Mind's Confidentiality Policy.

Job Purpose

To develop and coordinate a project to enable the delivery of a range of physical activity and wellbeing-based sessions across Derbyshire, to improve the mental wellbeing of Derbyshire residents who may benefit.

The role holder will achieve this through actively engaging with local organisations, groups and the general public to identify areas of need and gaps in provision, identifying suitable organisations to meet these needs and administering a small grants fund to support them to do so.

Main Duties and Responsibilities

- 1) To determine areas of need across Derbyshire, through carrying out a scoping exercise to identify existing services and where there are gaps in provision.
- 2) To contact and build relationships with a broad range of statutory and voluntary sector services within Derbyshire, both to support the identification of existing services and to build a network of referral sources.

- 3) To create public surveys and arrange for them to be shared through multiple channels, including both Derbyshire Mind's and other organisation's digital channels, to encourage engagement and uptake.
- 4) To collate survey results and use these to support the identification of areas of need and gaps in service provision.
- 5) To develop a communications and engagement plan to promote the service.
- 6) To widely promote the project and the availability of the small grants programme, ensuring coverage across the whole of Derbyshire.
- 7) To support the identification of suitable groups and organisations who may be appropriate to deliver new or additional physical activity or wellbeing sessions and to support people to access these sessions.
- 8) To create a set of tools and resources for the use of successful grantees to support them in the delivery of their sessions.
- 9) To work closely and collaboratively with grantees, providing individualised support as necessary.
- 10) To meet each grantee on a regular, pre-determined basis (eg, quarterly), ensuring they are delivering against agreed KPIs and determining and implementing mitigation processes where necessary.
- 11) To monitor the activities of each grantee, including how many people they are supporting, what they are spending their grant funding on and the outputs and outcomes of the activities they deliver.
- 12) To source regular case studies from both grantees and participants, providing support as needed.
- 13) To report performance against targets and KPIs to the Community Services Manager on a regular basis.
- 14) To build and draw upon relationships with a broad range of local voluntary, statutory and community groups to devise and maintain interest in the programme and ensure grant applications remain high.
- 15) To support the grantees to develop referral sources, build their own networks, and promote their activities to ensure interest in and referrals into, their physical and/or wellbeing activities.
- 16) To respond to enquiries from all interested parties in a professional, timely manner, providing information, assistance, or support as appropriate.

- 17) To maintain accurate and up-to-date information and records on all grantees.
- 18) To produce a range of reports in line with organisational, contractual and commissioner requirements.
- 19) To ensure all activities meet organisational values and standards and are compliant with relevant regulatory frameworks, (eg, safeguarding, GDPR).

Personal Development

1. To undertake training as required or considered appropriate for the role.
2. To actively participate in regular supervision sessions and team meetings.
3. To participate in Individual Performance Review and Personal Development plans and to undertake training and development as identified within these discussions and as indicated by the requirements of the post.

General

1. To always maintain a professional and confidential approach to work.
2. To work in line with Derbyshire Mind policies, procedures, codes and guidance, including in relation to health and safety, confidentiality, safeguarding, data protection and equal opportunities.
3. To actively promote the aims and principles of Derbyshire Mind and take part in any Derbyshire Mind activities as directed.
4. To maintain the confidentiality of any information gained during employment with Derbyshire Mind.
5. The post holder will be required to travel frequently across Derbyshire and to be flexible in their approach to working from our office or home as appropriate/required.
6. The post requires flexible working, which may include some evening and weekend work on occasion.

This job description may be subject to joint review from time to time between the post holder and Derbyshire Mind.