



Role Profile

Job Title:	Development Worker
Salary:	£25,419 - £26,446 (pro rata)
Working commitment:	0.6% FTE
Contract:	Fixed term for 2 years from 1st October 2022
Location:	Working from home or in community settings in Greater Manchester and Sheffield
Reporting to:	CLASS Director
Line management duty:	None

Purpose of role: To support the deepening and broadening of the Community Savers network: working with leaders to develop plans for their groups and communities; capturing and communicating learning and impact; and creating opportunities for savings mobilisation in new areas.

Duties and Responsibilities

Supporting community action

- Support Community Savers leaders in particular neighbourhoods to develop and progress their ideas for achieving positive outcomes for their members.
- Support Community Savers leaders to network together with other groups in their local area to develop new plans for their neighbourhood or for improving local service provision.

Development of the Community Savers network

- To work closely with the CLASS Director to support reflection and learning exchange among leaders across the Community Savers network
- To support effective documentation and communications of learning and achievements across the network and to diverse external audiences.

- Network and build relationships with community groups, community networks and statutory and non-statutory agencies in additional boroughs of Greater Manchester and in Sheffield to open up opportunities for learning exchanges with Community Savers groups and expansion of the Community Savers network.
- Support community groups in new areas to learn about the Community Savers approach and set up new groups, working closely with Community Savers leaders and the CLASS Director.

Monitoring and Evaluation

- Help to develop a new monitoring and evaluation framework for the CLASS-Community Savers alliance encompassing the breadth and depth of development outcomes, community action and impacts.
- Work with Community Savers leaders and the CLASS Director to carry out quarterly and annual monitoring and evaluation in accordance with the new framework including an annual impact study.

General duties

- Assisting with coordination and documentation of meetings and events
- Proactive management of workload and working hours (supported by monthly supervision meetings)
- Adherence to the CLASS code of conduct and all aspects of the CLASS Policy Framework.
- Other duties as required by the CLASS Director.

Person Specification

	<i>Essential/Desirable</i>	<i>Assessment</i>
EXPERIENCE		
Experience of working with community groups/residents to action-plan around priorities for their group or local area	E	Application Interview
Experience of non-directive facilitation of resident-led community meetings, projects and partnerships	E	Application Interview
Experience of monitoring and evaluating the diverse impacts of not-for-profit/social action initiatives	E	Application Interview
Experience of supporting processes of reflection and learning among community groups and networks	E	Application Interview
Experience of working with diverse groups to establish new community associations and projects	D	Application

Experience of networking with statutory and non-statutory organisations and agencies to create opportunities for new relationships and partnerships for community groups	D	Application Interview
Experience of writing features for digital and social media channels, or of using social media to share learning and celebrate achievements	D	Application
Experience of facilitating community-led data gathering or action research.	D	Application Interview
Experience of working with community groups on financial inclusion/resilience	D	Application
SKILLS AND ABILITIES		
Ability to manage own workload effectively amidst conflicting priorities and time pressure	E	Application
Excellent information and communication technology skills	E	Application
Excellent active listening and interpersonal skills	E	Interview
Ability to work occasional evenings and weekends	E	Application
Ability to work from home	D	Application
KNOWLEDGE		
Good working knowledge of the context for community working in neighbourhoods where people have experienced long-term economic, social and political exclusion.	E	Interview
A good understanding of equality, diversity and inclusion.	E	Interview
PERSONAL QUALITIES		
Passionate about social justice and championing community expertise.	E	Application Interview
A compassionate and non-judgemental approach to working with others	E	Interview