

KEYSTONE DEVELOPMENT TRUST

JOB DESCRIPTION

DEPARTMENT:	Community Services
POST:	Community Development Officer
SALARY:	£ 16k-£18k per annum pro rata
HOURS:	Starting at 20 hours per week (times to be agreed in line with project delivery requirements)
RESPONSIBLE TO:	Community Development Manager
LOCATION:	St Johns Community Centre, Mildenhall
DURATION:	Fixed term to the end

Dependent on the skills, experience and qualifications of the successful candidate some elements of this job description may be amended, with salary and hours to be negotiated within the above scales.

1. JOB PURPOSE

- 1.1 To deliver IAG (Information, Advice & Guidance) sessions within the Centre to local residents
- 1.2 To oversee and facilitate the delivery of funded community projects. At present these include;

Arts and Crafts Sessions	Weekly sessions for local women
Aspire	Activity sessions during school holidays aimed at 12-17 year olds
Get Moving	Activity sessions for adults including bike rides, walks.
- 1.3 To assist with the development of further activities in the St John's community to compliment the current delivery.
- 1.4 To research and explore opportunities to secure further funding and develop a longer term and sustainable approach.

2. DUTIES/RESPONSIBILITIES

- 2.1 To be the first point of contact for individuals using the centre including enquiries from partner organisations
- 2.2 To maintain the reception area and rooms, including the setting up of equipment in training rooms, in order to assist in the smooth running of the centre.

- 2.3 To regularly update knowledge of what the Keystone Centre has to offer, as well as the provision offered by internal partners and external agencies in order to provide accurate, impartial, up to date information
- 2.4 To review all information resources regularly for currency, accuracy, suitability and accessibility and to assist individuals in using them.
- 2.5 To record information collected about enquiries in accordance with the requirements of all funding streams supporting the Centre.
- 2.6 To provide initial advice to residents, through a variety of means/media, e.g. face to face interviews, telephone, e-mail.
- 2.7 To produce individual action plans for clients following advice episodes and record details on the appropriate system.
- 2.8 To be aware of IAG contract targets and help implement action plans for achieving these
- 2.9 To provide further advice sessions to clients of the centre to help them progress and maximise their use of the centre's and the centre partners' services. This includes group delivery as well as one-to-one sessions.
- 2.10 To liaise with Keystone projects and other agencies in respect of programme details
- 2.11 To signpost and refer queries to specialist partners or external agencies
- 2.12 To assist with any events or activities in the centre or in the community, this may include evening work, group IAG delivery to community organisations, helping with the distribution of marketing materials and attending promotional events.
- 2.13 To attend team meetings, staff development, IAG practitioner meetings and external training to update knowledge on IAG practice and all Management Information Systems in operation at the Centre.
- 2.14 To review, develop and implement administrative procedures associated with the role
- 2.15 To develop and maintain networking links with other agencies and providers
- 2.16 To undertake all work within the principles of good Equal Opportunity practice.
- 2.17 Undertake other tasks, as directed, to meet the needs of the Trust; work flexibly; and take personal responsibility for retaining and developing competence
- 2.18 Support and promote the Trust's equality and diversity, health and safety, smoking, safeguarding, and other policies, processes, arrangements and objectives. To work within the Trust's Child Protection Policy and relevant legislation and discuss any concerns with the Chief Executive immediately.

- 2.19 To oversee the planning and delivery of the weekly activities.
- 2.20 To oversee the monitoring and evaluation of the projects in line with funder requirements.

3. GENERAL RESPONSIBILITIES

- 3.1 Comply with Keystone Development Trust's Equal Opportunities Policies for Employment and the Delivery of the Service and co-operate in measures introduced to implement and monitor the policies.
- 3.2 Comply with Keystone Development Trust's Health & Safety Policy and all relevant legislation.
- 3.3 The above mentioned duties are neither exclusive nor exhaustive and the post holder may be required to carry out such other duties as are deemed appropriate for this post and which are within the post holder's competence.

This job description will be reviewed on an annual basis as part of the Staff Development processes within the Trust.

Keystone Development Trust operates a smoke-free policy throughout its premises at all times

The duties of the post are subject to review and in this respect the details contained are provided as an aid to the performance of the contract of employment.

Applicants will be required to undergo a Disclosure & Barring Service check. References will be required before employment can be confirmed.

Holiday 20 working days, increasing to 25 days after 5 years continuous service pro-rata. In addition you will receive your normal remuneration for all Bank and Public Holidays normally observed in England and Wales