**A picture containing object, clock

Description automatically generated**

**Job Description**

**Job Title:** **Sessional Assistant Development Worker**

**Employer:** Fauldhouse and Breich Valley Community Development Trust

**Hours:** 6 hours per week, with the option to increase hours as the programme is developed. Evening and weekend work will be required.

**Responsible To**: Eastfield Development Centre Manager

**Responsible For**: Assisting with the organisation’s current youth and anti-poverty projects

**Remuneration**: £10.00 per hour

**Contract:** Initially for 3 months with the possibility of extension

**Closing Date:** Monday 9th May at noon

**Background:** Fauldhouse and Breich Valley Community Development Trust (F&BV CDT) is a registered charity and a social enterprise which was set-up in 2006. It aims to address the needs, issues, concerns, and aspirations of our communities with a focus on the social, economic, physical, environmental health and well-being of these communities.

F&BVCDT seeks to achieve this by implementing the following aims and outcome targets:

* Developing programmes that seek to relieve poverty, address inequality and disadvantage and build community capacity: Primarily through sports, recreation, and leisure-based, healthy living activities
* Advancing education and volunteering opportunities to promote learning and skills development
* Promoting and protecting the well-being, recreation and physical health and well-being of our communities.
* Assisting in the prevention of ill-health and the provision of health education and healthier individual, family and community-based projects within our communities

**MAIN PURPOSE OF THE POST**

This is an exciting new post, with the opportunity to support our existing projects and implement a new and diverse range of community-based initiatives, activities, and events. The post is part time and sessional, but the possibility exists to increase these hours depending on developing

The new post holder will be given the opportunity to assist and support Fauldhouse and Breich Valley Community Development Trust (F&BV CDT) as it seeks to deliver its existing activities and develop new ideas and projects.

The post holder will be based at the Eastfield Development Centre (EDC) The EDC is a community facility that F&BV CDT began leasing from West Lothian Council in May 2017. The process of transferring ownership of the building from West Lothian Council to F&BV CDT is well underway and is expected to be completed in April 2022.

The Assistant Development Worker will work closely with the EDC Manager, EDC Development Workers, the F&BV CDT Board of Trustees, the Staff Team and local volunteers (among others) to develop a diverse programme of activities, projects, initiatives and events aimed at meeting the needs of local people, families and the wider communities.

**KEY DUTIES AND RESPONSIBILITIES**

* Assist the EDC Development Workers in supporting the existing programme of activities at EDC. This includes youth work, anti-poverty projects and community events.
* Work closely with our Development Worker in delivering a high quality range of fun and educational activities aimed at young people on Tuesday evenings and Friday afternoons.
* Help to set-up and dismantle any resources required to undertake the programmes activities for these session. This includes arts and crafts materials, tables and chairs, games consoles and table top games.
* Undertake cash handling duties including the collection and recording of membership and entry fees.
* Assist EDC Manager and Development Workers with the identification and application of funding for EDC, its facilities, services, and resources.
* To maintain current, and build new partnerships with local people, groups, organisations, and agencies.

**PERSON SPECIFICATION – SESSIONAL ASSISTANT DEVELOPMENT WORKER**

|  |  |  |
| --- | --- | --- |
| **Sessional Assistant Development Worker** | **Essential** | **Desirable** |
| Experience (Paid or Voluntary Work) | * Experience of working with young people and supporting them in participating in activities such as arts and crafts, games and health and well-being activities. * Can demonstrate experience of working in partnership with a wide range of organisations and service providers. * Experience of planning, organising, and delivering projects aimed at young people. | * Experience of writing and submitting grant funding applications. * Experience of working with vulnerable and hard to reach groups. * Have worked in a youth club, community centre or education setting. * Evidence of a valid and up to date PVG Certificate. |
| Skills and Attributes | * Ability to work independently and manage conflicting workloads effectively. * Able to communicate effectively with people (from a wide range of social/economic/political backgrounds in a confident, confidential, and respectful manner. * Able to use a range of computer-based programmes such as, word, excel. * Full clean driving licence and access to a vehicle. | * Ability to update social media including Facebook and Twitter. * Ability to carry out cash handling duties. |
| Values and Attributes | * Commitment and ability to work as part of a busy, community driven, team. | * An understanding and commitment to the aims, principles, policies and stated outcomes of F&BV CDT |
| Knowledge | * An understanding of the needs and issues faced by individuals, families and communities affected by poverty, inequality, disadvantage, and exclusion. | * Understanding / knowledge of Child Protection and Working with Vulnerable Adults Legislation Guidance |