



JOB DESCRIPTION AND PERSON SPECIFICATION

JOB TITLE: Community Development Worker

25 hours per week

Salary: £18850.00 (FTE 40 pw - £30,160 pa)

Fixed term contract: 5 years

Responsible to: Executive Director

Job purpose: We are seeking a dynamic and committed individual to join our team in supporting delivery of inclusive, community-led youth programmes. To lead and develop delivery of inclusive community projects with a strong focus on young people. This role supports the creation of a safe and engaging space for young people while also fostering wider community involvement through intergenerational activities, partnerships and capacity building as well as the wider community. The role will lead on programme development, partnership building, and provide supervision to youth workers – ensuring our work is impactful, empowering and rooted in local needs.

Main Duties and Responsibilities:

Youth Led Program Development

- Plan and deliver engaging youth activities that reflect the diverse needs and interests of young people
- Develop and champion a youth voice across all programmes, ensuring young people are actively involved in shaping, leading, and evaluating initiatives
- Address local challenges such as anti-social behaviour through structured youth engagement
- Support the development of funding applications and identify opportunities to secure resources for youth funding and contribute to funder reports and ensure alignment with Reaching Communities outcomes
- Contribute to monitoring and evaluation processes to demonstrate impact and inform future planning through data collection, feedback and case studies

- Conduct regular check-ins, performance reviews and structured supervision to youth staff

Wider Community Engagement

- Develop inclusive activities that bring together families, older residents and diverse community groups (e.g. family cooking sessions, community events)
- Build trusted relationships with local partners including schools, faith and voluntary groups and attend any related meetings
- Support community led initiatives that reflect local needs and aspirations
- Support the day-to-day running of the community centre ensuring a welcoming, safe and happy environment
- Attend internal and external meetings relevant to programme delivery and partnership development
- Contribute to timely and accurate reports for funders, trustees and senior leaderships, including impact data, progress updates, and reflective learning

Person Specification

We welcome applications from individuals who are passionate about inclusive community development and committed to empowering people from all walks of life. The ideal candidate will demonstrate:

- Strong communication skills, with the ability to engage confidently and sensitively across diverse communities
- Ability to collaborate with colleagues, volunteers and external partners to co-design activities that reflect local needs and aspirations
- Knowledge of working with young people and intergenerational groups in a community, educational, or outreach setting
- Excellent ICT skills and the ability to capture data for reporting purposes, development of funding applications and reporting mechanisms and digital platforms including creative packages

- Understanding of funding processes or the willingness to develop skills in this area

This role sits within a broader organisational commitment to inclusive, sustainable community development. Our strategic priorities include increasing daytime use of the centre, strengthening volunteer engagement, and expanding programming that support mental health, physical exercise, youth empowerment and intergenerational connection.

This is an exciting opportunity to join a forward-thinking team at a pivotal moment, as we build on recent investment and deepen our impact across the community.

The role requires flexibility, with a mix of daytime, evening and weekend hours to meet the needs of our community and the activities that take place.

Safer recruitment

Safer recruitment and safeguarding is of paramount importance to us, as an organisation that works with and for young people. The successful candidate will be made a conditional offer subject to two references (one of which must be your most recent employer) and any offer of employment will be subject to a DBS check.

Closing date: Monday 13th October – 5pm

Interview Date : Thursday 6th November

Winsford Youth and Community Forum

Person Specification

Community Development Worker

	Criteria	Essential	Desirable
Education and Qualifications	Youth work qualification at Level 2 or above (or equivalent)		*
	Qualification in Community work		*
	Information, Advice and Guidance related qualification		*
Experience	Proven experience of developing, managing and delivering projects to meet set targets whilst meeting quality	*	
	Proven experience of working with community members	*	
	Experience of liaison and developing effective relationships with children, young people and adults within communities	*	
	Proven experience of developing and coordinating community led programmes	*	
	An understanding of the preparation of funding applications and reporting mechanisms		*
	Good understanding of the values and principles of youth work		*
	Experience of supervising, supporting, and motivating staff or volunteers to deliver high-quality services		*
	Ability to provide clear guidance, constructive feedback, and day-to-day oversight of staff performance		*
	Experience of using IT packages to support the collection of data in particular Microsoft suite	*	
Knowledge	Knowledge of community regeneration and supporting communities		*

	Knowledge of local agencies and community groups		*
	Knowledge of safeguarding practices and reporting		*
	Understanding of health & safety and its application in work practices		*
Personal Skills			
	Ability to work as a team member and contribute to all aspects of our community centre	*	
	Ability to maintain confidentiality as required	*	
	Excellent communications skills (both verbal and written) to support the achievement of project objectives, written and verbal reports and the ability to work with people at all levels	*	
	Ability to work on own initiative as well as part of a dedicated team taking responsibility for task delivery to meet set targets and deadlines	*	
Additional Requirements	Can work a range of hours including evenings and weekends	*	
	Full driving licence and access to transport	*	