



Community Grocer Community Grocer Development Worker (Ambition for Ageing)

Job Description and Person Specification

Job Title: Community Grocer Development Worker (Ambition for Ageing)

Role Description:

We are recruiting a Development Worker responsible for developing and strengthening active citizenship and social entrepreneur skills for Community volunteers and members aged 50-years. The post will involve delivering community organising / social entrepreneurship training that will develop and test participant-led community projects. Therefore, the successful applicant will have the skills support and mentor participants to work collectively to achieve a purpose they have identified and agreed on, that meet the project outcomes.

The post is funded by Ambition for Ageing, led by GMCVO and funded by the Big Lottery Fund, aimed at creating more age friendly places by connecting communities and people through the creation of relationships, development of existing assets and putting older people at the heart of designing the places they live.

Job Title: Community Grocer Development Worker (Ageing Better)

Salary: Actual salary £20,800 per annum for 0.8 role (FTE £26,000)

Location: Office base tbc with the role will involve working across Manchester from various locations. Access to vehicle required.

Position type: Fixed term for 16-months and not exceeding March 2020

Working hours: 30 hours to be agreed Monday – Friday with core working hours being 10am – 4pm. Some evening work may-be required to meet the needs of the participants. Job-share applicants welcome.

Other details:

- 5% employer pension.
- 25 days holiday plus 8 statutory bank holidays (pro-rata for 0.4 FTE) rising 1 day per year to a maximum of 30 days.
- Plus 1 leave day for employee birthday and 1 wellbeing day accompanied by £100 wellbeing budget.
- 4-weeks full-pay, 4-weeks half-pay followed by statutory sick pay (subject to satisfactory probation period).

Equal Opportunities:

HMHC strives to be an equal opportunities employer and celebrates diversity. We welcome applications from people living in Manchester looking to return to work and may not have continuous employment history.

Application and recruitment details:

- A word-document detailing your education, work and volunteering history with a statement about how you meet the essential and desirable criteria as outlined in the 'Job Description and Person Specification' available from www.healthymehealthycommunities.co.uk. This document should not exceed 3-pages, A4, 12-font.
- Submit an 'Applicant Form' and 'Equal Opportunities Monitoring Form' available from www.healthymehealthycommunities.co.uk
- Submit application to info@healthymehealthycommunities.co.uk by Thursday 25th October, 5pm.
- Shortlisting will take place by Monday 29th October. Please note that feedback will only be provided for applicants attending interview.
- Interviews for this post will be held on Monday 5th November.
- Appointment subject to the receipt of satisfactory references.

For further information, in the first instance, contact info@healthymehealthycommunities.co.uk with your query and a telephone number.

Background:

The Community Grocer food project is a key part of Healthy Me Healthy Communities, a Manchester social enterprise for improving health and life outcomes by working with people most affected by social exclusion. The Community Grocer, started in 2016 and is expanding and at the heart are 'community food hubs' redistributing surplus food and household items that would otherwise go to waste. Our vision is that the 'Community Grocer' are neighbourhood-hubs offering cooking workshops, training, volunteer opportunities and access to partner services. Each hub is locally managed and controlled by volunteers, meeting local need and a place where people want to go. They are a starting point for addressing poverty, enabling people to organise activities, undertake social action and for transforming lives.

Following funding from Ambition for Ageing we are expanding the Community Grocer team. Ambition for Ageing, led by GMCVO and funded by the Big Lottery Fund, aimed at creating more age friendly places by connecting communities and people through the creation of relationships, development of existing assets and putting older people at the heart of designing the places they live.

Role Description:

The Development Worker will be responsible for developing and strengthening active citizenship and social entrepreneur skills for Community volunteers and members aged 50-years. The post will involve delivering community organising / social entrepreneurship training that will develop and test participant-led community projects. Therefore, the successful applicant will have the skills support and mentor participants to work collectively to achieve a purpose they have identified and agreed on, that meet the project outcomes.

By social entrepreneurship we mean neighbourhood activities that can tackle local issues and raise income that can be reinvested to deliver more activities/services for local people. For example, it could be a community-café, resident toy-club or a new range of Community Grocer lines available to buy.

The key-tasks include:

1. Project planning including the scheduling of training workshops and participant meetings; booking venues and refreshments.
2. Supporting and mentoring participants to plan and deliver their chosen project / activity.
3. Recruiting programme participants including devising marketing material and engaging with potential participants.
4. Developing and delivering training plans and resources.
5. Supporting participant to complete programme registration, monitoring and evaluation documents.
6. Monitoring and evidencing progress and achievement.
7. Completing programme monitoring and reports.
8. Working closely with the Community Grocer project and Coordinators.
9. Ensuring the programme is health & safety compliant, meet safe-guarding standards and is inclusive.
10. Undertake additional project administration and coordination as required.

For this post, successful candidates will need to demonstrate their skills and experience of the following:

Essential Criteria:

1. Experience, knowledge and skills for planning and delivering training.
2. Understanding of active citizenship and social entrepreneurship.
3. Understanding of progression and achievement.
4. Skills and experience for planning community activities.
5. A good working knowledge of health & safety enabling the safe delivery of workshops.
6. Ability to support and mentor volunteers.
7. Experience of working with people facing barriers to participation and experiencing social-exclusion.
8. Able to engage and motivate people of all backgrounds to participate and become involved.
9. Good organising and project planning skills.
10. Professional attitude and conduct.
11. Experience of working on own initiative with minimum supervision.
12. Energy, enthusiasm, creativity and tenacity.
13. Good IT skills.
14. Access to vehicle for work.

15. Entitlement to work in the UK.

All Healthy Me Healthy Communities post-holders must be able to demonstrate their commitment to:

1. Health & Safety
2. Reducing disadvantage
3. Equal opportunities