



## Job Description

<b>POST:</b>	Community Project Worker (Knowle West and Filwood) – Fixed Term 18 month contract
<b>RESPONSIBLE TO:</b>	Strategic Community Development Lead , Regional Cluster Lead
<b>GRADE/SALARY:</b>	<b>Grade D</b>
<b>LOCATION:</b>	Knowle West and Filwood Community (Oasis Academy Connaught, Marksbury Road and Daventry Road)
<b>WORKING PATTERN:</b>	Full Time (40 hrs per week), All year round, <b>including school holidays</b>
<b>JOB PURPOSE:</b>	<p>To expand and develop, as part of a small team, the children’s, youth and community offer within Oasis Hub South Bristol, in particular, Knowle West and Filwood. A significant part of this role is to work in alignment with all of the academies through delivering activities for the community and building partnerships with other local groups.</p> <p>To provide enrichment activities to the children’s youth work to include school holiday provision, afterschool and lunch time clubs. To develop a strong food poverty programme and offer support for the community through adult education, wellbeing, advocacy/family support and volunteering opportunities.</p> <p>To work alongside the Strategic Community Development Leader to develop funding and volunteer capacity which can support the Academies holistically across all of the Hub.</p> <p>To engage and work with hard to reach families supporting them to access Hub services and activities to develop their skills, knowledge and aspirations. To work with families to improve outcomes and help break the cycle of disadvantage including specific work with targeted students and their families.</p>

### Specific Hub Duties

- To build positive and supportive working partnerships with the local community to deliver Oasis projects that address the wider socio-economic barriers that children and young people experience.
- Agree local community development priorities & activities with the local Hub Leadership, supporting Academy priorities and addressing the needs of the local neighbourhood.
- Facilitate and deliver the Children, Youth and Community activities with a student first agenda helping support the 2 Academies targets in attendance, attainment, and behaviour.



- Deliver a wider community offer that meets the needs of the local community including community food and growing projects, holiday provision, volunteer support, advice and guidance including employability, family support, youth support.
- Lead on all aspects of the day-to-day administration, recruitment and supervision of a team of volunteers and casual staff and their activities, developing and inspiring them to develop best possible practice to meet the needs of the local Hub deploying volunteers' strengths and acting as an authentic role model.
- Implement the Oasis Equality & Diversity Policy in every aspect of your work and positively promote the principles of these policies amongst colleagues, service users and other members of the community.
- Comply with the Oasis Health and Safety Policy, Data Protection Policy to protect your own and others' health, safety and welfare.
- Generate income through fundraising for community engagement work.
- Support Academy(ies) around parental and community engagement particularly by delivering transition support and Academy community events.
- Ensure that the buildings within the Oasis Hub are utilised by the community.
- Be responsible for ensuring all activities are accurately recorded in line with our monitoring and evaluation processes
- Actively participate in a CPD programme which supports your development
- Ensure Academy policies and procedures apply to all community activities
- Be a tangible portrayal of the Oasis ethos – modelling, teaching and representing our Oasis ethos values of inclusion, equality, relationships, hope and perseverance.

### **Specific duties Family Support**

- Engage hard to reach families and support them to access Hub services and activities.
- Provide access to the hub resources to the community
- Work with families to support the academy objectives around attendance and behaviour.
- Provide additional pastoral support to families with complex needs
- Be responsible for the engagement, support and learning of families, whose children attend the Academies
- Work directly with parents in a non-judgemental way empowering them and their families to get the most out of the opportunities available
- Research and identify local parent/carer and family needs and aspirations with a focus on parenting, family learning, health/wellbeing, participation and personal development.
- Support families in developing partnerships with professionals that support children's learning and development
- Coordinate and oversee provision to reduce food insecurity in the community
- Create opportunities for parent/carers and their families to get involved in shaping and delivering the work of the Community projects.
- Promote attendance at Hub events e.g. consultation evenings, Academies and community events

### **Specific duties Children's Youth work**



- Coordinate and supervise a range of daily activities through the school holiday periods to enhance life experiences of the children and provide a healthy meal
- Coordinate and oversee a range of extended school provision such as lunch time and after school activities
- Coordinate and oversee the lettings of the hub building to enhance community engagement

Ensuring the youth work offer meets the needs of the community which could include Mentoring, intervention programmes, open access provision as required

### Safeguarding Children and Young people

Oasis Community Hub South Bristol is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

### Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>• 5 or more GCSE equivalents grade C/4 or above including English and Maths</li> </ul>	<ul style="list-style-type: none"> <li>• A relevant qualification in Youth or Community Work (Level 3 or above)</li> </ul>
Experience, Skills and knowledge	<ul style="list-style-type: none"> <li>• Successful experience of working with parents / carers (voluntary or paid work)</li> <li>• Proven experience of community development</li> <li>• Experience working with challenging behaviours and attitudes</li> <li>• Knowledge of safeguarding practices and health and safety</li> </ul>	<ul style="list-style-type: none"> <li>• Experience working with complex parents and complex families</li> <li>• Counselling skills/experience</li> <li>• Experience of project management</li> <li>• Experience of managing budgets.</li> <li>• Experience of recruiting and managing volunteers.</li> </ul>

	<ul style="list-style-type: none"> <li>• Previous experience implementing community projects</li> <li>• Previous experience of developing and implementing community programmes</li> <li>• Excellent oral/written communication skills</li> <li>• Able to function in diverse settings and with a wide range of professional agencies and staff e.g. LA, school staff, community groups</li> <li>• Proven team player with sense of humour</li> <li>• Presentation skills</li> <li>• Flexible approach to changes in circumstance and able to work unsocial hours</li> <li>• Budget responsibility</li> <li>• Able to take initiative and work under pressure</li> <li>• Good organisational and administrative skills</li> <li>• IT literate, use of MS Office</li> <li>• Be responsible for ensuring all activities are accurately recorded in line with our monitoring and evaluation processes</li> <li>• Actively participate in a CPD programme which supports your development</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of generating income through writing funding bids and fundraising</li> <li>• Experience of writing risk assessments</li> </ul>
<p><b>Personal Qualities</b></p>	<ul style="list-style-type: none"> <li>• Self-motivated, able to work alone and as part of a team</li> <li>• Reliable, good time keeping</li> <li>• Commitment to safeguarding and promoting the welfare of children and young people</li> <li>• Understanding the need for confidentiality in a local community context</li> <li>• Willingness to undergo appropriate checks, including enhanced DBS checks</li> <li>• Motivation to work with adults, children and young people</li> <li>• Ability to form and maintain appropriate relationships and</li> </ul>	

	<p>personal boundaries with children and young people</p> <ul style="list-style-type: none"><li>• Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline</li><li>• Have a willingness to demonstrate commitment to the values and behaviours which flow from the Oasis Community Learning ethos.</li></ul>	
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