

Title	East Anton Community Worker
Grade	
Salary	
Location	Community Centre (East Anton) and Beech Hurst
Hours	18.5 hours. Contract for two years with likely extension
Responsible to	
Role	To support the development of sustainable new neighbourhoods and the integration of these into the existing town of Andover
Key Tasks	<p>Work in close cooperation with local residents, statutory and voluntary agencies and other community development officers to identify the needs of the local community</p> <p>Based on the identified needs, support the development and build the capacity of community groups and develop a wide ranging programme of activities, particularly focusing on less advantaged groups.</p> <p>To promote and support the development of the community travel plan and encourage a sustainable and healthy way of life for residents</p>
Responsibilities	<p><b>Working in cooperation</b></p> <ul style="list-style-type: none"> <li>• Work in cooperation with neighbouring community centres, community development officers and community and voluntary organisations to provide local information and support to residents and develop joint activities.</li> <li>• Support the development of a statutory and voluntary sector network to identify and share information on the needs of residents.</li> <li>• Provide feedback to relevant networks and groups.</li> <li>• Work closely with the TVBC Transport Planner to promote implement and monitor the community travel plan.</li> </ul> <p><b>Listening and responding to the community</b></p> <ul style="list-style-type: none"> <li>• Identify the needs of local residents and gaps in service provision, using a range of techniques</li> </ul>

	<ul style="list-style-type: none"> <li>• Provide feedback on needs to residents and relevant voluntary and statutory organisations and support the development of innovative solutions</li> <li>• Promote and fulfil the objectives set out in the community travel plan, undertake an annual travel survey and report the findings to the Local Authority.</li> </ul> <p><b>Ensuring the development of a balanced programme of activities</b></p> <ul style="list-style-type: none"> <li>• Establish local community organisations and residents associations, including a community association (that will ultimately manage the community centre and develop activities), and provide ongoing advice and support</li> <li>• Support the development of community groups and activities in response to identified needs, and encourage residents to take forward these initiatives</li> <li>• Where appropriate, support community organisations to recruit staff and volunteers and provide relevant training and development opportunities</li> <li>• Provide opportunities for residents to get involved in their community and influence decisions that affect their quality of life</li> <li>• Assist in the promotion of sustainable travel, encouraging cycling, walking and the use of public transport, through the provision of information and activities e.g. supporting National Bike Week</li> </ul> <p>All other duties commensurate with the post as may time to time be required</p>
General	<p>To comply with all health and safety rules and working practices. To safeguard your own health and safety at work and that of your colleagues and members of the public using the service.</p>

	Essential	Desirable
<ul style="list-style-type: none"> <li>• Strong interpersonal skills and ability to establish a good working relationship with a range of people</li> </ul>	√	
<ul style="list-style-type: none"> <li>• Good communication and listening skills</li> </ul>	√	
<ul style="list-style-type: none"> <li>• An ability to manage projects and undertake research</li> </ul>	√	
<ul style="list-style-type: none"> <li>• Able to work on own initiative</li> </ul>	√	
<ul style="list-style-type: none"> <li>• An ability to manage meetings, workshops and events</li> </ul>	√	
<ul style="list-style-type: none"> <li>• An ability to help develop the skills of other people and provide support</li> </ul>	√	
<ul style="list-style-type: none"> <li>• Enthusiasm and commitment to community involvement and empowerment, and to equal opportunities</li> </ul>	√	
<ul style="list-style-type: none"> <li>• Commitment to sustainability and promoting a sustainable way of life (e.g. promoting sustainable transport)</li> </ul>	√	
<ul style="list-style-type: none"> <li>• Willingness to work flexibly and some evenings and weekends</li> </ul>	√	
<ul style="list-style-type: none"> <li>• Experience in setting up and supporting community groups and/or activities</li> </ul>		√
<ul style="list-style-type: none"> <li>• Knowledge of the statutory and voluntary sector</li> </ul>		√
<ul style="list-style-type: none"> <li>• Basic IT skills</li> </ul>		√
<ul style="list-style-type: none"> <li>• Full, clean driving licence</li> </ul>		√