



Sessional Community Development Worker: Job Description and Person Specification

Sunrise is a grass-roots charity promoting equality, diversity and social inclusion in rural communities in Northern Devon. We work with the community to eliminate discrimination and promote strong, positive community relations through our range of services and activities, which challenge discrimination, help change attitudes and celebrate diversity.

Staff, trustees and volunteers are committed and passionate about Sunrise's aims and objectives and work closely together. This appointment comes at an important time in our development and is an exciting opportunity for someone to join Sunrise as it embarks on developing and expanding services.

The Person: You will have experience of facilitating support groups, providing an advocacy service and working with diverse and minority groups. You will have experience of delivering outreach activities, workshops and training sessions and are confident organising and delivering events. The successful candidate will be keen to take on new challenges and will be proactive in their approach with excellent organisation, communication and planning skills. We are looking for someone who can demonstrate passion, commitment and empathy with the aims of Sunrise and its cause.

The Role: The post holder will facilitate groups, deliver an advocacy service and organise activities for beneficiaries from diverse and minority groups. They will plan, organise and deliver a range of workshops, training sessions and events which celebrate diversity, change attitudes and challenge discrimination. These events will be delivered to children, young people and adults in schools, workplaces and the wider community.

Salary: Sessional £15.78 per hour

Hours: Variable & dependent on service demands

Place of work: Travel around Torrington and North Devon as required

Reports to: Chief Executive Officer

Main Duties and Responsibilities

- Work directly with target beneficiaries facilitating support groups
- Work directly with beneficiaries on a one-to-one basis providing advocacy, self-help support and/or referral/signposting as necessary to other support agencies.
- Develop and deliver outreach activities including workshops, training and diversity and equality awareness sessions in schools, workplaces and the wider community.
- Assist with the development, delivery and organisation of community wide diversity events and activities.
- Assist with the development, delivery and organisation of social events for individuals from diverse and minority groups.
- Represent Sunrise at external meetings, events and activities.
- Maintain records of work activities, beneficiary engagement and provide quantitative and qualitative data for monitoring and evaluation.
- Assist with the development and delivery of stakeholder forums
- Build and maintain positive relationships with partner organisations, volunteers and Sunrise supporters.

Sunrise takes responsibility for safeguarding and promoting the welfare of vulnerable people who access its services. Therefore, we will check the suitability of the successful candidate to work with vulnerable people and an enhanced DBS disclosure is required for this post.

Person Specification

Requirements	E/D *	How tested?
<u>Qualifications / Training</u>		
Good Standard of Education (GCSE Maths and English Grade C or equivalent)	E	Application Form
Training in equality and diversity	D	Application Form
<u>Knowledge / Skills</u>		
Effective interpersonal and organisation skills	E	Interview
Excellent verbal and written communication skills	E	Interview
Understanding of diverse cultures and minority groups, particularly those relevant in North Devon, and the issues facing Sunrise's target beneficiaries	E	Interview
Understanding of other agencies' roles in supporting target beneficiaries	E	Interview
IT Skills / Computer Literate	E E	Interview Application Form
Ability to prioritize and manage own workload	E	Interview
<u>Experience</u>		
Experience of providing an advocacy service for marginalized/vulnerable individuals	E	Application Form / Interview
Experience of planning, developing and delivering workshops and training sessions	E	Application Form / Interview
Experience of working with the community, voluntary sector and statutory agencies	E	Application Form / Interview
<u>Personal Requirements</u>		
Reliable and flexible to changing needs of service	E	Interview
Able to work alone or as part of a team	E	Application Form / Interview
Able to work effectively under pressure	E	Interview
Open and non-judgemental	E	Interview
Ability to build and maintain long-term professional relationships	E	Interview

***Essential/Desirable**