



## Community Development Worker

This post is funded by the National Lottery Community Fund

### Job Description

**Job title:** Community Development Worker (Visual Impairment)

**Grade / Salary:** Pro-rata £27,278 - £29,259

**Location:** Flexible, at least one day a week in Perth office, two days home based

**Hours:** 3 days/week (18 hours)

**Responsible to:** Chief Executive

**Location:** Perth / home based

**Contract:** Funded for 3 years initially by the National Lottery Community Fund

**Benefits:** 35 days leave (including public holidays)  
Final salary pension scheme

## **Job purpose**

To develop, implement, facilitate and evaluate an ongoing programme of activity, learning and support groups for visually impaired people in Perth and Kinross.

## **Key Tasks**

1. To develop and facilitate / deliver a range of locally based groups, initiatives and activities in the area, based on feedback.
2. To establish a visually impaired reference group to help achieve and deliver the project goals.
3. To set evaluation criteria and report on all activities and recommend how / if they should develop further.
4. To be involved in an ongoing programme of involvement, consultation and participation with visually impaired people to identify potential new developments.
5. To recruit volunteers to run and support the running of groups and activities.
6. To promote the work of VisionPK and its services across the area, participating in local groups / fora where relevant.
7. To liaise with VisionPK's Communications and Fundraising team to promote the project.
8. To liaise with VisionPK's wider team to cross refer and utilise existing knowledge and experience
9. To engage with and communicate with local partners and potential partners to develop new referral pathways.
10. To work with each group to map local assets, establishing an ongoing resource.
11. To establish and develop the systems and processes needed to run the group.
12. To input and collect data in line with policies.
13. To monitor activity against budget
14. To ensure that VisionPK policies are shared and applied, with particular regard to safeguarding.
15. To participate in VisionPK's wider work where relevant, eg attending team meetings, training etc

## **Person Specification**

### **1. Qualifications**

**1.1** An appropriate community development qualification or similar, or equivalent skills and experience working within the community development field.

**1.2** Groupwork facilitation or similar qualification

### **2. Knowledge**

**2.1** A good understanding of the local area

**2.2** A competent understanding of equality and diversity and how it applies to this project

### **3. Experience – essential**

**3.1** Working with older people

**3.2** At least two years' experience of community development work

**3.3** Setting up and facilitating groups

**3.4** Using an asset-based co-production approach to identify need and develop solutions

**3.5** Recruiting and managing volunteers

**3.6** Evaluation and reporting

**3.7** Involvement and participation

**3.8** Working as part of a team

**3.9** Collecting and analysing data / evidence

**3.10** Using an outcomes-based approach

**3.11** Successfully promoting involvement in groups and activities

**3.12** Engaging constructively with external partners

### **4. Experience – desirable**

**4.1** Supporting people who are visually impaired

**4.2** Supporting people who are deaf or hard of hearing

**4.3** Contributing to funding applications

**5. Interpersonal skills and communication**

- 5.1** Able to work effectively and flexibly as part of a team
- 5.2** Excellent written and verbal communicator, who can quickly build relationships
- 5.3** Able to problem solve and share learning
- 5.4** Flexible and open to change
- 5.5** Self-motivated and able to use initiative
- 5.6** Enthusiastic and positive approach
- 5.7** Strong fit with VisionPK's values of trust; respect; empathy; being inclusive; encouraging independence, offering choice and promoting quality

**6. Other**

- 6.1** Willingness to work flexibly when required (toil available)
- 6.2** An enhanced level PVG will be needed prior to appointment
- 6.3** The role will involve regular use of a laptop / PC
- 6.4** Due to the vulnerable nature of many participants and the community based nature of the role, successful candidates will be asked to evidence they have been double vaccinated against Covid, with a commitment to maintaining their vaccination status as required by VPK

**7. Desirable**

- 7.1** Clean driving licence and access to a car during working hours

## Background

VisionPK is a charity supporting people who are blind, partially sighted, hard of hearing or deaf. Based in Perth, we operate across Perth and Kinross, offering Rehabilitation services and a range of largely Perth-based peer support activities. We have received three year funding from the National Lottery Community Fund to develop and establish our Reconnect project in the more rural areas of Perth and Kinross, as outlined below.

Recent research highlighted that visually impaired people would like more community-based activities and support. For many, the challenges of age, disability and visual impairment, combined with the impact of Covid, have impacted on their confidence, ability to travel, get out and about, connect with others and live independently.

We want to recruit an experienced Community Development Worker (CDW) to work with blind and partially sighted people, initially in the south of Perth (down to Kinross and across to Crieff) to develop, facilitate, run and evaluate a range of meaningful groups and activities, using a co-production approach. Using local facilities, these will initially focus on peer support, building social connections and improving access to technology, but ultimately will be driven by the interests of group members. Each group will be largely self-sustaining after month three, with some support from VisionPK available where needed

The CDW will recruit group participants, volunteers and Reconnect Steering Group members, working closely with other local agencies, communities and VisionPK staff to promote Reconnect, develop new referral pathways to and from partners and map local assets. Volunteer involvement will be vital to increase the range, sustainability and scope of our offering.

To apply please complete our application form included in the pack, noting that section 8, your supporting statement, will be used to shortlist your application, so you should demonstrate how you meet the person specification.

The closing date for completed applications is Monday 4<sup>th</sup> October 2021. Applications should be returned to [gwenn.mccreath@visionpk.org.uk](mailto:gwenn.mccreath@visionpk.org.uk) by 5pm on that date.

Interviews will be held on Wednesday 20<sup>th</sup> October.

## Terms and Conditions for Applicants

The following terms and conditions are offered by VisionPK. Any variation to these will be detailed in your contract of employment should an offer of employment be made.

All terms and conditions are calculated pro-rata for part time or sessional staff.

The salary for the post is on VisionPK's scale of £27,278 - £29,259 for 34.5 hours. The pro-rata salary for this post is £14,232 per annum for 18 hours. The successful candidate will start at this salary.

Part time hours are 18 hours per week worked as 3 x 6 hours, plus a lunch break of at least 30 minutes each day.

Business mileage is paid at the HMRC rate of 45p per mile.

### Holiday Entitlement

35 days annual leave including Public and Bank Holidays

### Sick Pay

In addition to Statutory Sick Pay, VisionPK offer a generous company sick pay scheme that increases with your length of continuous service.

<b>Continuous Service</b>	<b>Maximum payment in any rolling twelve month period</b>
During first year of service	Four working weeks' full pay and eight working weeks' half pay
During the second year of service	Eight working weeks' full pay and eight working weeks' half pay
Three years' service or more	12 working weeks' full pay and 12 working weeks' half pay

## **Pension**

VisionPK offers access to a final salary pension scheme for this role. The employer contribution varies, but is currently around 17%, with the employee contributing around 6% (this also varies).

## **General employment policies**

VisionPK is an equal opportunities employer and we are proud of our terms and conditions. We recognise that from time to time our employees may need additional support and as such we offer a flexible and supportive working environment. This includes specific policies on matters such as paid compassionate leave, special leave, financial support for occupational training and the opportunity to negotiate flexible working arrangements.