



## Job Vacancy Haltwhistle Community Development Worker

Haltwhistle Partnership is committed to maintaining and promoting a vibrant and sustainable community by working together to manage change for the benefit of local people.

With funding from **Karbon Homes and Haltwhistle Partnership** we are now excited to be in a position to be able to recruit a new Community Development Worker to join us to play an integral part in our organisation, helping to develop new ideas, plans and projects. The first step for the appointee will be to create and manage an Accessible Community Allotment Space here in Haltwhistle.

We are looking for applications from talented people from a wide range of backgrounds, who are just as passionate about our values of partnership, fairness, quality, integrity and innovation as we are.

**Job Title:** Haltwhistle Partnership Community Development Worker  
**Hours:** 10 hours per week (flexible according to the needs of the role)  
*There may be a requirement to work occasional weekends and bank holidays according to the needs of the role.*  
**Salary:** £23,541 per annum pro Rata (£12.20 per hour)  
**Holiday:** 28 days per year (pro rata) equates to 56 hours per annum  
**Term:** 2 years fixed term.  
**Responsible to:** You will be employed by and directly accountable to Haltwhistle Partnership. For the right candidate a self-employment contract on equivalent terms may be considered.

To apply for this position, please email [ellenwalton@haltwhistle.org](mailto:ellenwalton@haltwhistle.org)

Include

- Your CV.
- A maximum two-page covering letter telling us about your experience and how this relates to the job requirements and the personal specification. Please include information on WHY you want this job as well as an explanation of what particular qualities you will bring to the role.
- A completed Equal Opportunities Monitoring form.

The deadline for applications is **5.00pm on Monday 14<sup>th</sup> June.**

Interviews for this position will take place on **Monday 21<sup>st</sup> June.**

Ideally the appointed person would be able to start as soon as possible.

*Haltwhistle Partnership is a registered charity (no. 1062486) and a company limited by guarantee, which is registered in England and Wales (no. 03324145). Registered office: Westbourne House, Main Street, Haltwhistle, NE49 0AZ.*

## Role Profile

The initial focus for the appointed person would be to create a “community allotment” accessible to all. Haltwhistle Partnership has identified a suitable area of land with adjacent facilities at Hillside, Haltwhistle's Youth and Community Centre. This has the potential to be developed to create a safe environment where a wide range of users, including those who have special needs, can take part in a variety of gardening related activities. There is a small budget to allocate to this project for which the appointed person will be responsible.

We hope that the project will grow and develop in response to participants' ideas and local needs. These could include workshops with connections to vegetable gardening, such as cooking and outdoor crafts.

The Worker will be mentored and supported by a sub-group of Haltwhistle Partnership, which includes local gardeners with experience in running community projects and it is hoped that the post will be sustained and developed by future funding.

It is important to mention that this is a pilot project and is initially only funded for two years. It will be part of the appointed Development Worker's role to help identify and apply for suitable funding and/or other means of generating income. The project will have to deliver measured and evidenced results in terms of outcomes in the areas of health and well-being, community development etc. which can be used to attract future funding for this and other projects.

### **The Role will involve:**

- Recruiting and supporting volunteers to create a Physically Accessible Community Allotment Space in the existing garden adjoining Hillside Youth and Community Centre.
- Working in partnership with external agencies, third sector and voluntary groups, create and develop activities to engage with a diverse range of the local community.
- Management of the community allotment space.
- Effective budget management to ensure value for money.
- Developing links with national schemes and similar projects that are most appropriate, who also offer resources and opportunities.
- Representing Haltwhistle Partnership in developing and maintaining good relationships with local residents and partner agencies.
- Promoting and maintaining a culture that places our residents and community at the heart of our work.
- Assisting Partnership Trustees to identify funding opportunities which will enable the Allotment Project to continue, as well as expand the range of projects that the Partnership delivers to the local community.
- Reporting to Haltwhistle Partnership Trustee Meetings on progress every 2 months.

*Note: This outline role description should not be taken as a finite description of the role. It is rather an indication of the types of responsibility covered by this role. The postholder will be required to carry out such other work as is required by Haltwhistle Partnership and the Steering Group as long as this is reasonable and commensurate with the nature of the post.*

**The successful candidate will ideally have most or all of the following skills and experience:**

| ESSENTIAL  | DESIRABLE  |
|--|--|
| Have previous experience of working and delivering on projects with various organisations.   | Have an understanding of the issues surrounding “Accessibility” for people with health conditions, impairments or mobility problems. |
| Be able to work independently and make decisions confidently.  | Have some experience of managing budgets and the associated software.  |
| Be a team player who can work with a wide range of people.   | Have knowledge of the Haltwhistle Area. Both its people, geographical area and its recent history and development.                   |
| Be flexible and adaptable with excellent time management and interpersonal skills.   |  |
| Have an interest in, knowledge of and understanding of basic gardening skills.   |  |
| Have excellent communication skills and be able to confidently deliver regular updates (both written, digital and verbal) to Partnership Members and the wider public. |  |
| Be physically able to cope with the demands of the project.  |  |
| Have the ability to work on their own initiative.  |  |
| Direct experience of successful project development and management in relevant fields.   |  |
| Excellent stakeholder engagement and management skills.  |  |
| Demonstrable experience of effective partnership working and delivery.   |  |
| Ability to develop and progress the skills, knowledge and confidence of individuals and groups.  |  |
| Ability to manage own priorities, time and workload to agreed deadlines, budget and quality standards.   |  |

**Appointment to this post will be subject to a satisfactory Enhanced DBS check.**