Newtongrange Development Trust (NDT)

Community Projects Worker (P/T)

**Job Description**

**Post:**  Community Projects Worker

**Responsible to:** Board of Trustees

**Base:** 72 Main Street Newtongrange EH22 4NE

**Context and purpose of job: As a newly established organisation we require a Community Projects Worker with a variety of skills and knowledge who can undertake several key roles to move the organisation forward. To develop and plan a dynamic, responsive, and professional service working with individuals, families or whole communities, empowering them to lead initiatives that benefit all, have a voice and to make the village and its facilities the best place it can be.**

**They will also support existing volunteers and will recruit, induct, support new volunteers, and expand the range of volunteering** **opportunities.**

**Key Tasks & Job Activities**

* Establish new community led activities in the Village - Informed by the results of the Newtongrange Resilience Volunteer Survey (2020) and NDT’s Strategic Plan the worker will identify projects from the community, for the community and to be delivered by the community and facilitate these into action.
* Consult & build community relationships and awareness of NDT and other local services.
* Establish and maintain a social media and online presence for NDT community led activities.
* Recruit select, supervise, and support volunteers to compliment the community led work.
* Work with local agencies and partnerships, community groups and community activists to raise awareness of community led activities in Newtongrange.

**Other Tasks & Activities**

* Ensure that all Health & Safety requirements are complied with, along with NDT’s equal Opportunities, child and vulnerable adults, environmental and educational policies
* To monitor and evaluate the community led work at NDT to measure its impact.
* Maintain records for inclusion in reports that will be disseminated to stakeholders and funders.
* Work closely with Volunteer Midlothian to raise awareness and generate referrals for volunteering opportunities.
* Deal with general phone enquiries, record and distribute messages.
* Maintain required paperwork to recruit volunteers – applications, medical info, equal opps

**Flexibility**

To deliver services effectively, a degree of flexibility is needed, and the post holder may be required to perform work not specifically referred to above. Such duties, however, will fall within the scope of the post.

**Supervision received**

The post holder will be supervised by the Chair of the Board of Trustees during which action plans will be agreed within the context of the projects identified.

## Educational/Vocational Qualifications

Community Work/ Lifelong Learning or Health & Social Care - Essential

**Experience & Skills required:**

The post holder will be required to bring a proven track record of relevant community work experience including:

* Community engagement skills and able to facilitate community workshops.
* Have local knowledge and be sensitive to local community needs.
* Experience of working with volunteers.
* A proven track record of monitoring and evaluation.
* Event organisation experience.
* Ability to identify achievable, sustainable projects and how these can be implemented.
* Financial management.
* Excellent communication and interpersonal skills.
* IT and social media experience.
* Knowledge of local networks.
* Ability to work with different audiences including community, agencies, and the statutory and private sector.
* Be a self-starter but also work within a team.
* Good time management.
* A flexible approach to working patterns.
* Social enterprise experience would be an advantage.
* An insight into training and employability programmes would be an advantage.
* Sound knowledge and understanding of confidentiality and Data Protection

## Salary / Hours of Work

This post is for 28 hours per week and given the nature of the project the post holder will be required to work some evenings and weekends online, indoors and outside settings within Newtongrange.

We will require you to be a member of PVG Scheme with satisfactory scheme record and/or scheme record update.

Workplace Pension Employers Contribution - NDT provides workplace pension through the Peoples Pension Scheme. Employers Contribution - 3% on condition of employee contributions of 5%.

This job description reflects the duties of the post as they exist at this time and may be subject to change based on the need to flexibly adapt to the evolving needs of the Trust and its beneficiaries.

Salary £25480 - £30030 pro rata (£14- £16.50 hourly rate) per year ***Pro Rata*** (placement on the scale will depend on experience and qualifications)

Contract till January 2026.