



November 2017

1. JOB IDENTITY

Post Title:	Senior CLD Worker	Service:	Education & Children's Service
Section:	Community Learning & Development	Grade:	Practitioner K
Reports to:	CLD Team Leader		

2. JOB PURPOSE

- Lead, manage, promote, develop and deliver Community Learning & Development in the designated area in line with national CLD priorities and identified need

This post may require working irregular and unsocial hours, which may include weekends

There is a responsibility for the post holder to demonstrate a commitment to quality service delivery through continuous improvement for the benefit of the Service and the organisation

3. CORE RESPONSIBILITIES / DUTIES

- Manage, plan and lead actions to create opportunities for achievement through Community Learning and Development
- Responsible for the day to day management of Community Learning and Development staff and volunteers
- Manage budgets, including accurate deployment of resources, monitoring expenditure and ensuring value for money and identify and secure funding and resources
- Manage performance measures to support robust performance monitoring at service and council level
- Develop and support partnerships in local communities, contributing to planning in localities where appropriate, and operating as an active member of the designated Community Learning & Development Team
- Manage the monitoring, evaluation and reporting of work using the Continuous Improvement Framework
- Responsible for ensuring that risk assessments are carried out and monitored for appropriate Community Learning and Development activities in the relevant area.
- Ensure compliance with council policy and with the professional expectation of the CLD Standards Council in Scotland
- Oversee and manage compliance with council policy and with the professional expectation of the CLD Standards Council Scotland

4. QUALIFICATIONS AND TRAINING

- Essential:**
- Degree in Community Learning & Development or equivalent as recognised by the CLD Standards Council Scotland
 - Commitment to continuing professional development
- Desirable:**
- Post graduate qualification in a relevant subject
 - Member of CLD Standards Council Scotland

5. EXPERIENCE

- Essential:**
- Experience of working within a local community with a CLD approach
 - Experience in community learning and development through either Community Development, Youth Work or Adult Learning
 - Experience of leading in initiatives using a CLD approach
 - Experience of working in partnership with other agencies
 - Experience of managing staff
 - Experience of managing budgets
 - Experience of using CLD methods of planning and evaluation (e.g. LEAP)
 - Experience of participation in community profiling and needs analysis

6. KNOWLEDGE AND SKILLS

- Essential:**
- Up to date knowledge and understanding of national policies on Community Learning & Development
 - Ability to work on own initiative and as part of a team with high levels of motivation, initiative and commitment
 - Excellent organisational skills, ability to prioritise work load and meet deadlines
 - Ability to work collaboratively with a wide range of internal and external stakeholders
 - Empathetic approach to working with communities
 - Confident in the use of Microsoft Office applications, internet searches, using social media and online planning, learning and communication tools
 - Flexible and adaptive approach
 - Excellent interpersonal skills, oral and written communication skills and an ability to influence in a professional context
 - Ability to deal with confidential and sensitive matters
 - Ability to identify and support training and development needs of Community Learning & Development staff and volunteers
 - Ability to travel throughout Aberdeenshire
- Desirable:**
- Ability to successfully secure external funding

7. ADDITIONAL REQUIREMENTS

Driving Compliance	Authorised Car User It is a material condition of employment for this post that the employee holds a current full driving licence and has a car available, whenever required, in order to undertake the full range of duties of the post. As such, the post is designated as an authorised car user and will be entitled to receive mileage payments. The employee will also be required to produce their licence, on request, at periodic intervals. Should the employee's driving licence be withdrawn, for whatever reason, it may be necessary to terminate the employee's appointment.
Politically Restricted	Not applicable to this Post