JOB DESCRIPTION

Job Title: **Community Learning and Development Worker (Adult Learning/Youth Work/Capacity Building)**		**Ref No:**	**JE Ref:** BM26
Department: **Education, Skills and Community Wellbeing - Community Planning & Engagement**	**Band: 8 (unqualified) 9 (qualified)**	**Location: Various**	
Responsible To:	Community Empowerment Ward Manager		
Responsible For:	Front line Youth Work, Adult Learning, Capacity Building, administrative staff and resources in the designated function		
Job Purpose:	• To develop programmes of action in response to local needs and which contribute to the delivery of Community Learning & Development Outcomes To manage, supervise and support associated professional staff working in one of the following key Service areas of:- • Adult/Community Learning • Young People's Services/Youth Work • Capacity Building/Community Engagement/Community Development		
Main Responsibilities:	• To determine, in consultation with local individuals, groups and agencies, the needs and aspirations within the local area through the development of needs assessment and to develop, implement and monitor programmes of action to address these needs. • To recruit, support, supervise and train paid and voluntary staff and tutors. • To support the development of local community projects and initiatives with a particular emphasis on building the capacity of individuals, groups and organisations. • To identify and maximise appropriate sources of funding that will support the development of Community Learning and Development Sector activities. • To represent the Service on local partnerships, organisations and working groups as appropriate. • To implement and support, at a local level, regional Strategies and Policies linked to Youth Work, Adult Learning and Capacity Building/Community Development/Engagement • To support and supervise the implementation of a range of developmental opportunities for learners.		

	• To support and implement at a locality level:
	  ○ The delivery of a broad range of learning opportunities targeted at those most in need
	  ○ Guidance for learners returning to, or participating in, programmes of learning
	  ○ The records of participant achievement in core skills and in other learning contexts.
	• To ensure any financial practices within the remit are undertaken in accordance with Dumfries and Galloway Council's financial procedures.
	• To adhere to Dumfries and Galloway Council's Health and Safety Policy and any particular responsibilities within this.
	• To adhere to Dumfries and Galloway Council's policies on Equal Opportunities, Race Relations, and the Disability Discrimination Act.
	• Other duties commensurate with the level and nature of the post.

Job Activities:	• To prepare reports relating to community activities and to provide qualitative and quantitative evidence of the effectiveness of local programmes. • To contribute to the process of self-evaluation with Sector partners and to the planning for improvement, at a locality level. • To work with and support the community and partners in the promotion and development of local, area and regional events and initiatives, as appropriate. • To undertake staff development as required with a focus and commitment to the CLD Professional Standards and Competencies. • To ensure high quality marketing and publicity of the opportunities available through the Service.

Performance Management	***The job activities listed are not exhaustive and may be added to or amended consistent with the job purpose.*** • To manage your own performance and any staff you may be responsible for in accordance with the Council's values of Customer First, continuous improvements, openness and honesty, local decision making and team working. • To achieve the agreed performance targets detailed in the work plan and contribute to performance appraisal activities. • To manage your own performance in compliance with all Codes, Regulations and procedures including Code of Conduct, Health and Safety and Governance. • To manage risk, promote risk awareness and prioritise work in light of the risk analysis. • To actively commit to the Council's equality and diversity vision statement and associated policies that promote fairness and equality and celebrate diversity, in dealing with colleagues, clients and service users. • To take all reasonable measures to limit carbon emissions and reduce energy/ resource consumption when undertaking work activities.	
Prepared by:	**Stephen Jack**	**Date: 4 October 2016**

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