

## Job Description

<b>Job Title:</b>	<b>Community Development Worker   Edgbaston Neighbourhood Network Scheme (ENNS)</b>
Responsible to:	Project Manager ENNS
Location:	Head Office Age UK Birmingham, B12 0HT
Contract Type:	Fixed Term contract until 31 March 2027 (with possible extension, subject to funding)
Hours:	37 hours per week (1 FTE) (less considered)
Salary:	£27,705.60 per annum

### **Job Purpose**

Funded by Birmingham City Council Adult Social Care, the aim of Neighbourhood Network Schemes (NNS) in Birmingham is to help adults in Birmingham to lead healthy, happy, and independent lives in their own homes and communities.

Age UK Birmingham is the NNS Lead Facilitator in Edgbaston, in partnership with Gateway Family Services. The main purpose of this role is to support the delivery of the Neighbourhood Network Scheme in Edgbaston by linking older people and younger adults (18-49) with additional needs to services and opportunities. The role will involve finding community groups and organisations, known as assets; building partnerships, supporting the delivery of capacity-building activities, and evaluating impact.

Working closely with stakeholders, the Community Development Worker will help ensure stronger communities, and better outcomes for local residents.

### **Principle Duties**

- Develop and maintain partnerships with local organisations, statutory services, community assets; facilitating connections between different community assets and stakeholders to promote collaborative working.
- Identify and gather information about community assets across the Edgbaston Constituency, collecting details about groups, organisations, places, activities, and services that support citizens and adding to the Birmingham Council Community Directory.
- Provide advice, guidance, and signpost, based on knowledge of local assets and opportunities available to community organisations.
- Support community consultation opportunities by collecting community voices and feedback that can shape future provision.
- Support community assets with funding applications, providing guidance and assistance throughout the application process.
- Attend ENNS-funded activities and gather information about their impact and outcomes.
- Connect assets with training and development opportunities to expand their skills and

knowledge.

- Raise awareness about co-production principles and facilitate meaningful citizen involvement in service design and delivery, ensuring diverse community representation.
- Connect citizens, community assets, and service providers to create collaborative community-led solutions.
- Support community groups to successfully fulfil grant reporting.
- Undertake any other duties commensurate to the post not specifically mentioned in this job description

## Person Specification

Essential	
1	Experience of working within community development, social work, health or related field
2	Experience of working in partnership with community groups, organisations, underserved communities, voluntary sector or charities
3	Experience in stakeholder relationship development
4	Experience of connecting community groups to training and development
5	Excellent presentation skills to all ranges and sizes of audiences
6	Strong I.T. skills e.g., Word, Excel, PowerPoint and Client Management Databases
7	An understanding of issues affecting older people and younger adults with additional needs
8	A good knowledge and understanding of safeguarding practices
Desirable	
1	Demonstrate a working knowledge of the Data Protection Act
2	Understanding of Health and Safety as it applies to support work including Risk Assessment