

Organisation: Age UK Gateshead
Job Title: Community Development Worker
Reporting to: Service Manager
Working Hours: 21 Hours (3 set days)
Location: Gateshead & Newcastle
Salary: £12.21 per hour
Probation Period: 6 Months

About The Role

In this role, you'll be the heart and soul of the community—bringing people together, lifting spirits, and making everyday moments feel special. You'll have the chance to use your creativity and imagination to dream up new groups and clubs that help people connect—whether it's an out and about group, a daytime disco, or a themed film day. One day you might be helping someone get online to video call their family, and the next you'll be hosting a lively party filled with music, laughter, and cake. You'll be a lifeline to those who are feeling isolated, a friendly face in someone's week, and the spark that helps turn everyday spaces into places full of warmth, joy, and belonging.

Job Purpose

To support and enhance the work of Age UK Gateshead by delivering meaningful community development activities that reduce social isolation and foster greater community engagement. Using a community development approach, the post holder will work with individuals and groups to identify and overcome barriers to participation, enabling access to social opportunities and empowering people to build stronger, more connected lives.

Key Responsibilities

- Work collaboratively with the Age UK Gateshead team to develop and sustain community groups across Gateshead and Newcastle.

- Plan, deliver, and grow group-based activities that promote confidence, inclusion, and positive personal or community change.
 - Support the coordination and delivery of community events, meetings, and initiatives.
 - Gather information and carry out associated administrative tasks to support service delivery.
 - Foster connections and facilitate networking between community groups to strengthen community cohesion.
 - Maintain accurate records of activities and engagement.
 - Monitor and evaluate the impact of community development work in line with organisational requirements.
 - Participate in internal meetings, line management supervision, and relevant training sessions.
 - Provide support and guidance to apprentices involved in community development.
 - Undertake other reasonable duties as directed by the Chief Executive.
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General Expectations

- **Equal Opportunities:** Champion Age UK Gateshead's commitment to equality, diversity, and anti-discriminatory practice in all areas of work.
 - **Accountability:** The post holder will report to the Service Manager and will support and supervise apprentices within the Community Development structure.
 - **Geographic Scope:** The role will require community development activity across Gateshead and Newcastle.
 - **Team Collaboration:** As a valued member of the Age UK Gateshead team, the post holder is expected to contribute to and support the wider team's success and the smooth running of the organisation.
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Working Hours

This is a full-time role of 21 hours per week, with flexibility required to occasionally work evenings or weekends to meet the needs of the community.

Person Specification

Essential Criteria

- A strong understanding of, and commitment to, supporting older people
- Experience in community engagement or group facilitation
- Ability to build trust and meaningful relationships with individuals and communities
- Compassionate and empathetic approach, with the ability to connect with people from all walks of life
- Strong verbal and written communication skills
- Experience in administration and maintaining accurate records
- Ability to plan, deliver, and evaluate community-based activities or events
- Understanding of the importance of social connection and inclusion, particularly for older adults
- Basic IT skills, including use of email, word processing, and data entry
- Willingness to help people build digital confidence and basic online skills
- Ability to collect, interpret, and report data to evidence impact
- A creative mindset with the confidence to suggest and implement new ideas
- Ability to work independently and manage time effectively
- Team player with a positive and proactive attitude
- Flexibility to occasionally work evenings and weekends
- Willingness to travel across Gateshead and Newcastle as required
- Enthusiasm for making a real difference in the lives of others

Further Information:

- All contracts are subject to six months probationary period and are entitled to 25 days p.a. (pro-rata) plus public holidays, with a 3% contributory pension scheme after 3 months.
- This post will require an enhanced DBS disclosure.