



**THE LINK CHARITABLE TRUST**  
**JOB DESCRIPTION**

<b>Title:</b>	Community Development Worker
<b>Location:</b>	Teesside
<b>Employment Terms:</b>	Full time (37.5 hours) Fixed Term, 12 months
<b>Service Area:</b>	Adult mental health and Employment
<b>Reporting to:</b>	Line Manager
<b>Accountable to:</b>	Board of Trustees
<b>Banding:</b>	Agenda for Change Band 4 point 14 (£21,469 per annum)

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The Link Charitable Trust (LCT) is a Redcar based charity working with children, young people and families, supporting local families by offering regular drop-in advice and information sessions, educational training programmes and a range of activity and social groups for children, young people and families to reduce social isolation and enable new friendships to be made. The charity has been successful in an application to Sirius Minerals Foundation, to deliver an employability project 'Time for Me'. The aim of the project is to empower, up-skill and support local people into education, training or employment.

**Job Purpose**

The post-holder will work within The Link Charitable Trust leading, developing and managing the 'Time for Me' project. This new development will offer training and guidance to those who have lost skills and confidence whilst looking after family members and/or who are suffering with emotional wellbeing and mental health difficulties back into gainful employment where appropriate.

This post is temporary for 12 months, continuation after this will be funding dependant. (Months 1-3 project planning and development, months 4-12 project delivery)

**Main Duties and Responsibilities**

- Development and management of the 'Time for Me' Project.
- Assist with the development of a Steering Group to oversee the project during the 12 month period to include parents/carers who are involved or have been involved with The LCT and The Link CIC.
- Map out and forge links with employment and benefit agencies, other voluntary sector networks, training providers and organisations working with people who may be experiencing mental health difficulties.

- Research similar services and opportunities operating locally and nationally to source advice and guidance on potential pitfalls and successes.
- Development of the associated training programme in collaboration with colleagues in The LCT, other voluntary sector providers and where appropriate external trainers.
- Development of an appropriate Outcomes and Evaluation Tool for use throughout the project.
- Where appropriate consider volunteer recruitment to enhance the training programme and the participants journey though one to one support.
- Ensure the budget for the project is adhered to and if necessary alert management to any potential overspends which may occur.
- Marketing of the project to include promotional materials, advertising and attendance at relevant meetings to highlight the scheme and relevant referral processes.
- Coordination and development of the training programme and referral system alongside administration support from The LCT.
- Oversight of the training programme to include delivery where appropriate.
- Identification of, and liaison with, External Evaluation provider.

#### **Administration and Finance**

- Contribute to the day to day administration and running of the project, including appropriate keeping of all records relating to the users of the service, administration and finance, security and confidentiality of information/communication.

#### **Work with Other Staff/Agencies**

- To create and maintain effective working relationships with external agencies.
- To liaise effectively with other local providers, on behalf of the service user
- Present the users of our service and the service overall in a positive and professional manner, not bringing the service into disrepute.
- As appropriate, represent the service and provide a positive service perspective at relevant inter-agency meetings (or other forms of joint working or training).
- Liaise with other staff and agencies to further meet the needs of service users in accordance with the service criteria, policies and procedures.
- Take part in the delivery of training (as appropriate), consultation with and guidance to, others, pertaining to the level of development.

#### **A Professional and Ethical Service**

- To maintain appropriate notes and records on Lamplight and in line with company Policies and Procedures.
- To undertake relevant Continuing Professional Development as required for the purposes of continued professional accreditation or registration and as identified through The Link's professional development and Appraisal system.
- To undertake clinical supervision and case management as per The LCT's supervision policy and in line with the appropriate professional body.
- To work within The Link's GDPR and Information Governance policies and procedures.

- To ensure safe and secure working environment for self and others and to take action as necessary within Health and Safety and other guidelines.
- To adhere to all company Policies, Procedures and Guidelines.
- To promote and value the rights, responsibilities and diversity of people using the service.
- Promote and act in accordance with the service action plans with regards to equal opportunity and non-discrimination.
- Undertake training, supervision and appraisal to provide a high standard of service in a learning, innovative and continuous personal development environment.
- To promote the safety of children and young people to further the aim of preventing abuse or the risk of abuse.
- To act in a professional manner at all times whilst representing the service.
- Undertake other duties and responsibilities as required from time to time, commensurate with the post.

This job description is designed to identify principal responsibilities only. The post holder is required to be flexible in development the role in accordance with changes in The Link's organisational objectives and priorities.

Interviews for this post are provisionally scheduled to take place on Wednesday 10th April from 9am-5pm.