

## Community Worker Job Description

**Salary:** £28,860 per annum pro rata

**Holidays:** 25 days per year pro rata + public holidays

**Hours of work:** 18 hours per week

**Contract Duration:** Fixed Term for 1 Year, extension subject to funding

**Responsible to:** Interim Centre Director

**Location:** The Thornbury Centre, 79 Leeds Old Road, Bradford, BD3 8JX

### Community Development:

- Plan and deliver creative and engaging consultation events and activities, to understand and gather information from a diverse range of people on local needs and issues.
- Plan and deliver creative and engaging Stay and Play/Breakfast Club events and activities for children under 3, including sensory activities, messy play, games and music
- Oversee the Community Library, including delivery of reading groups and events
- Organise and co-deliver the Thornbury Conversations social cohesion project with the support of management and volunteers, including organising guest speakers and facilitating meaningful discussion
- Assist and support the delivery of the Centre's food pantry project.
- Co-design and co-deliver community groups as required to a diverse range of individuals and families experiencing disadvantage
- Act as first point of contact for local people seeking advice on a range of issues including benefits, debt/money worries, parenting challenges, bullying and sensitive issues including domestic abuse. Refer/signpost on to specialist services when appropriate.
- To recruit, support and train volunteers.
- Liaise with all stakeholders including local schools, councillors, faith groups, other community and voluntary groups and local businesses to ensure their skills, knowledge and ability to connect and support local people is fully utilised.

### Marketing and Communications:

- To execute an effective communication strategy, creating promotional materials, press

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releases, etc.

- Identify and develop opportunities for The Thornbury Centre and Toc H to raise our profile locally, in line with identified communications objectives.

### **General Duties and Responsibilities:**

- Work in co-operation with other team members, adhering to all policies and procedures.
- Participate in regular supervision and appraisal meetings, and any internal/external meetings as required.
- Record outcomes, activity and attendance at sessions using our internal monitoring systems
- Undergo training as appropriate to role, including Safeguarding and Health and Safety
- Represent Toc H and the Thornbury Centre in a positive manner
- Contribute to a culture of equality and demonstrate commitment to maintaining a person-centred and inclusive organisation.

The specific duties and responsibilities of this job description are not restrictive, and the post holder will be expected to undertake any other duties within the scope of the role, as required by the Chief Executive or Board of Trustees.

### **Person specification**

- Experience of working or volunteering with vulnerable groups in a community setting
- Experience of delivering group activities
- Experience of developing relationships with key partners, services and organisations
- Experience of living and/or working in a religiously and ethnically diverse community
- Knowledge of the barriers that disadvantaged people face in accessing support they need
- Knowledge of Bradford and the surrounding district.

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