

# Community Development Worker / Team Leader Job Description

## Bishopdale Community Trust

### 1. PURPOSE OF POSITION

To further the objective of the Bishopdale Community Trust, which is to support residents in the northwest of Christchurch, especially in the Bishopdale area.

The Community Development Worker / Team Leader will carry out the objective above in accordance with the Human Rights Act and other relevant legislation.

The Community Development Worker / Team leader has overall responsibility for all Bishopdale Trust community activities, and staff (paid and unpaid).

### 2. REPORTING/SUPERVISION

The Community Development Worker / Team Leader will report to and be accountable to the Trust Board.

The Trust will provide professional supervision and opportunities for professional development.

### 3. FUNCTIONAL RELATIONSHIPS

The Community Development Worker / Team Leader will work with

- Other Bishopdale Community Trust staff
- Bishopdale Community Trust volunteers
- Member churches / groups of the Trust
- Central and local government service providers
- Other community organisations operating in the area
- The Bishopdale business community

### 4. KEY TASKS

Key tasks for the Community Development Worker / Team Leader will include the following

Task	Performance Indicator	Outcome
<p><b>Caring support</b> To work with other team members to provide a caring, supportive and welcoming environment at Sundbye House.</p>	House open at advertised times and all activities run smoothly.	People using house are happy and complaints are minimal.
<p><b>Networking</b> To network in the local and wider community, e.g. other community organisations, schools, pre-schools, local government, local businesses, and other relevant agencies.</p>	Good contacts established with other agencies, and knowledge of services offered and opportunities for co-operative projects explored.	Meaningful contact made with at least two other agencies per month.

<p><b>Respond to needs</b> To continually assess the needs of the community and its members and to facilitate the process of developing appropriate responses to those needs.</p>	<p>Awareness of current issues that affect the Bishopdale community and of gaps in the services offered that the Trust may be able to fill.</p>	<p>Report to Board each meeting on identified needs and possible responses.</p>
<p><b>Set up groups</b> To identify needs, and establish a good process for facilitating the establishment of groups.</p>	<p>Analysis of community needs and appropriate groups / activities set up in response to these.</p>	<p>New groups respond to needs and do not duplicate groups set up by other agencies.</p>
<p><b>Team leadership</b></p> <ul style="list-style-type: none"> <li>• To provide effective team leadership</li> <li>• To identify opportunities for volunteer recruitment</li> <li>• To arrange for training for staff and volunteers as required</li> <li>• To arrange for annual appraisals of staff and volunteers</li> <li>• To manage staff workloads and relationships</li> </ul>	<p>Smooth, efficient, and harmonious running of the house and all Trust activities. Suitable training for staff and volunteers identified and organised. All appraisals are completed and recorded in a timely manner.</p>	<p>Weekly staff meetings, and clear planning for each staff member and all volunteers. Staff and volunteers are working together as a team. Staff and volunteers feel they have the knowledge and skills to complete their job well.</p>
<p><b>Funding</b> To apply for funding and resultant accountability reports.</p>	<p>Funding applications and accountability reports filed as required and on time.</p>	<p>Bishopdale Community Trust adequately funded and good relationships with funders maintained</p>
<p><b>Communication</b> To see that efficient systems for communication are established.</p>	<p>Phone and email messages are answered. All staff are kept up-to-date with current and planned activities.</p>	<p>All enquiries responded to in a timely fashion.</p>
<p><b>Events</b> To organise community events e.g. Celebrate Bishopdale.</p>	<p>Events staffed and organised efficiently.</p>	<p>Events run smoothly with maximum participation from Trust and community.</p>
<p><b>Health and safety</b> To take responsibility for implementing the Bishopdale Community Trust Health and Safety plan.</p>	<p>All health and safety requirements met, and reporting up to date.</p>	<p>Sundbye House and all trust activities are safe, with minimal and minor incidents.</p>
<p><b>Bishopdale Bulletin</b> To produce the quarterly Bishopdale Bulletin.</p>	<p>Bulletin up-to-date and professional looking, and reflecting Trust values.</p>	<p>Bulletin produced and distributed in February, May, August and November.</p>
<p><b>Trust board</b> To attend board meetings and ensure reporting requirements are carried out.</p>	<p>Reports submitted complete and on time.</p>	<p>Full participation in board meetings and other board activities as required.</p>

<b>Other tasks</b> To undertake other tasks as requested by the board.	Working with board on special projects or non-routine tasks.	Tasks completed as agreed.
<b>Strategic Plan</b> To work under the guidelines of the current Strategic Plan.	Continuous evaluation and assessment of House and community activities to ensure they fit within the Plan.	Programme reflects the aims and objectives of the trust and adhere to the guidelines of the current Strategic Plan.

## 5. PERSONAL PROFILE

### 5.1 SKILLS

The Community Development Worker / Team Leader is expected to have or develop the following skills:

**Leadership** - ability to lead and delegate, recognising and developing the skills of each team member.

**Responsibility** - ability to be organised, work effectively, and take responsibility

**Communication** - ability to communicate effectively and relate well to community members and the Board

**Networking** - ability to build and sustain good networks

**Community development** - an understanding of community development processes

**Working with groups** - an ability to work effectively with groups, with an understanding of conflict resolution techniques

**Cultural perspectives** - ability to understand and appreciate different cultural perspectives and to treat everyone fairly regardless of race, culture, gender, religion, disability, age, or sexual orientation

**Confidentiality** - understanding to respect the confidentiality of information gained on the job

**Computer** - competent in Microsoft Outlook, Word, Excel, PowerPoint, and Publisher. Able to update Weebly-hosted websites and Facebook.

### 5.2 PERSONALITY

The Community Development Worker is expected to have the following personality traits:

**Understanding** - ability to deal with people in an understanding manner

**Maturity** - be mature in outlook, trustworthy, and respectful of others

**Autonomy and initiative** - ability to work with minimum supervision and to take initiative within accepted guidelines

**Humour, energy, and enthusiasm**

## 6. SALARY

The position is part time, 25 hours a week, Monday - Thursday, with a pay rate of \$30.00 per hour.