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| Job: Development Worker: Social Action Networks/Places of Welcome Co-ordinator  Hours: 28 hours per week  Salary: £19,200 (pro rata FTE £24,000) Funding for 2 years initially  Location: This role will cover the whole of Nottinghamshire with the option of home and office working (in Lenton, Nottingham).  Context:  Transforming Notts Together (TNT) was set up jointly by the Church Urban Fund (CUF) and the Diocese of Southwell and Nottingham to tackle poverty and isolation in Nottingham and Nottinghamshire through: supporting churches to engage more effectively with their local communities, coordinating networks that promote the sharing of resources & partnership working, and through raising awareness of the need to tackle poverty & ways of doing so. We work on themes including homelessness, refugees & asylum seekers, dementia & wellbeing, loneliness & isolation and Just Finance.  We currently coordinate a number of Social Action Networks with church groups in the city and county, all of which are growing. There is demand for more of these across the county and the current ones also need further support and development.  We are also the Notts coordinators of Places of Welcome, a national network of nearly 400 local drop ins. At the moment there are 18 in Notts and the number is growing. Across the county, both statistics and stories demonstrate the need for more creative ways to engage people who are isolated and draw them into local communities. We believe Places of Welcome are one effective way of doing this and we are keen to expand their reach, especially in communities with higher numbers of people experiencing isolation.  We are therefore looking for an experienced Development Worker(DW) to join our small team and support the growth and development of Social Action Networks and Places of Welcome across the county.  We currently have funding for two years. | | |
| Principal responsibilities: | | |
| 1. | To support the development of existing TNT coordinated networks, as well as facilitating new ones | * To support the Senior Development worker to facilitate & expand Faith Action Nottingham * To develop and expand Mansfield Faith Action * To develop Retford Faith Action, Sutton Support networks and any future networks especially in mid and north Notts. (This might be for example through organising training or events, taking notes at meetings, producing shared literature or coordinating network meetings.) |
| 2. | To enable churches and Christian projects to join in with local networks and build partnerships. | * Linking with partners from the statutory and wider voluntary sector |
| 3. | To be the Nottinghamshire coordinator for Places of Welcome and increase their number & geographical spread | * To visit existing Places of Welcome and support the development of new ones * To ensure coordinators feel connected and part of both the local and national POW network * To meet with faith groups & community groups who are interested in starting a Place of Welcome and support them through the set up process including training volunteers and building connections with local services. * To encourage existing drop ins to join the network where suitable * To gather stats and stories to contribute to TNT impact reporting, especially to funders of this post. * To raise the profile of POWs through social media and representing the network in other settings * To connect with other POW coordinators in the country, both offering and receiving input. |
| 4. | Community Cafes | * To explore developing a network or networks for churches offering community cafes – drop ins/coffee mornings/community groups/community eating spaces – to share resources, training and ideas |
| 5. | Other Responsibilities | * To assist with other tasks as required by the Senior DW in order to build capacity within TNT and the churches it supports. * To link with Together Network as directed by Senior DW * Support Senior DW with the raising of the TNT profile through social media, newsletters and the website. |

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| **Person Specification** | | |
| **The person appointed would be expected to demonstrate the following essential skills and characteristics and some of the desirable qualities:** | | |
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| **Essential Skills, Experience and Characteristics** | | **Desirable Skills, Experience and Characteristics** |
| **Skills/Aptitudes:**  **Essential requirements**   * Experience of coordinating or contributing to a local networks * Strong communication skills, used to working with groups of people from a wide range of backgrounds and abilities * A self-starter – able to work flexibly, independently and with attention to detail * Well organised and able to work effectively alone or as part of a team * Ability to work collaboratively with people at all levels including with church leaders, congregation members, volunteers and local communities * Ability to communicate a vision and enthuse people * Good presentation skills for a mixed range of backgrounds * Competence in the use of IT including Microsoft Office * Valid UK driving licence | | Experience of volunteering or working in a Place of Welcome or equivalent Work or voluntary experience in a community organisation or church |
| **Knowledge/Experience:**   * Knowledge and experience of how churches work * Empathy with helping churches to become more inclusive * Experience of leading, co-ordinating and facilitating small groups | | * Experience of project delivery and development * Strong links and understanding of church networks in Nottingham/shire * Experience of leading faith meetings in different contexts (eg prayer meetings, Bible study) |
| **Personal Attributes:**   * Self-motivated and enthusiastic * Open, friendly and inclusive approach to working with people * Commitment to anti-discriminatory practice in all aspects of work | | * A personal commitment to the Christian faith – a living faith that informs one’s understanding of the church’s mission to their local communities |
| **Circumstances:**   * Willing to work flexibly with some evenings and some weekend days, with time off in lieu, as an essential part of the job * Willing and able to travel regularly, widely and flexibly across city and county. (agreed travel expenses will be paid at 45p per mile) | |  |
| **Qualifications** | | |
| **Education:** |  | |

The successful applicant will be expected to hold an enhanced DBS, and must live within easy commuting distance of the geographical area.

**To apply, please send/email an up to date CV and no more than 2 page covering letter outlining your relevant skills and experience, relating to the listed responsibilities and person specification to: Hannah Buck:** [**hannah.buck@transformingnottstogether.org.uk**](mailto:hannah.buck@transformingnottstogether.org.uk)

**Closing date: Sunday 26th January with interviews on Monday 10th February in Nottingham.**