

Job Description – Development Worker (maternity cover)



Responsible to	Community Engagement Team Leader
Salary	Salary: in the range £23,480 to £24,480, pro rata + 6% contribution to pension scheme
Hours of work	37.5 hours per week on a flexible basis to include Saturdays and some evenings*. We will consider requests for part-time hours.
Place of work	Greener Kirkcaldy office, and community locations
Contract	Fixed term to 05 October 2020, with possibility of extension
Holiday	28 days holiday, plus 5 public holidays, per annum pro rata
Requirements	The post-holder will be subject to a Disclosure Scotland check

Job purpose

We have an exciting opportunity for an experienced community development worker (maternity cover) to join Greener Kirkcaldy's Community Engagement Team. We are currently delivering two Climate Challenge Fund projects 'Gear Change to Tackle Climate Change' and 'Zero Waste Kirkcaldy'. We also deliver other projects (subject to funding) to meet the needs and aspirations of local people: tackling fuel and food poverty, protecting and enjoying the environment, and bringing the community together.

You will be responsible for developing and facilitating programmes of events and activities, recruiting, training and supporting volunteers, developing marketing and social media campaigns, and working with local partners.

You will have experience of, and a passion for, engaging communities in climate change, sustainable transport, reducing waste, sustainable food and food skills, and 'going greener together'. You will have excellent organisational skills, the ability to work with a range of people, work well in a team and use your own initiative. Experience of planning and delivering practical carbon reduction activities, and

communicating the impact of climate change would be a particular advantage for this post.

Specific responsibilities

- Develop and lead activities that engage the community in positive opportunities to learn about climate change and sustainable transport, waste reduction, sustainable food and 'going greener together'.
- Facilitate and lead a range of workshops and events.
- Promote Greener Kirkcaldy's values, vision, and activities using press, marketing, website and social media.
- Assist in volunteer recruitment and support.
- Develop and maintain relevant programmes and project materials.
- Engage with a wide range of partners, groups and community organisations to promote our activities.
- Create and deliver engagement and marketing campaigns to attract a wide and diverse range of people in particular groups who might not normally engage with us.
- Engage with our community in a way that empowers local people to take ownership of their learning and adopt sustainable behaviour changes.
- Attend local events and groups to promote the work of the project and programmes of activities.
- Assist in the development and implementation of monitoring and evaluation systems
- Assist in the completion of programme reporting.

General responsibilities

- To work as part of the Greener Kirkcaldy team to promote and encourage the understanding of environmental issues.
- To promote the values of Greener Kirkcaldy when working in the local community.
- To comply fully with the organisation's ethos, policies and procedures and relevant legislation.
- To work and communicate effectively with other team members (staff, sessional workers and volunteers) to achieve goals.
- To work constructively and effectively with partners, groups and organisations.
- To provide excellent participant experience.
- To report on the success of allocated tasks.
- To attend and contribute to team meetings and training courses.
- To undertake other duties in line with the job purpose.

*The nature of community work means that the post-holder will usually work 2 Saturdays and some evenings per month. We operate a monthly rota based on our event schedule and taking into account team members' availability. Greener Kirkcaldy operates a 'time off in lieu' policy, that is, you get compensatory time off rather than overtime pay for working out with office hours.