



Job Description

Job Title: Community Resource Worker (North Dorset Partnerships) x4
Hours: 30 Hours per week
Accountable to: Community Partnership Chair/DCA Line Manager
Location: Community Partnership Office

Overall Purpose of the Job

To provide a community resource in xxx supporting the delivery of the Community Partnership work-plan and the development of local projects.

Responsibilities

1. To facilitate the smooth running of xxx Partnership, providing reports and maintaining accurate records, including financial records.
2. To administer the smooth running of xxx Community Office, including management of work spaces and equipment.
3. To maintain accurate monitoring records of activities undertaken and provide regular monitoring reports of progress against work plan objectives.
4. Alongside xxx partnership to recruit and support volunteers working in the community office and projects.
5. To provide information and signposting support to community groups working in the xxx partnership area.
6. To act as the key contact point of the partnership for individuals, communities and community groups.
7. To offer practical support to community groups in maintaining and developing their projects and services through support with small scale grant applications, signposting, facilitating and providing general resources.
8. To assist with the organisation of partnership and community events.
9. To produce xxx partnership publications such as leaflets, website and newsletters.
10. To maintain an up to date database of partnership contacts and distribute information as required.
11. To work in collaboration with fellow Community Resource Workers in the other three Community Partnerships in the North Dorset area, sharing ideas and facilitating collaboration between partnerships.
12. To work in collaboration with the Partnership Development Worker in the delivery of large scale projects undertaken within the xxx partnership area.

13. Attendance at partnership and other meetings in a support or representative capacity as requested by the Chair or Officer of the Partnership

Responsibilities to Dorset Community Action

1. To work in collaboration with Dorset Community Action Community Workers in other areas across Dorset, where this will be of benefit to xxx Community Partnership area.
2. To actively engage in line management support and supervision meetings as scheduled and discussed with the Partnership Chair.
3. To take part in other appropriate meetings or training as agreed with your DCA line manager and Partnership Chair.
4. To work at all times within the Equal Opportunities and Health and Safety Policy of Dorset Community Action.

Person Specification

ATTRIBUTES	ESSENTIAL	DESIRABLE
EDUCATION AND QUALIFICATIONS	Good general education to NVQ level 2 or above or evidence of delivery of work to this level.	ICT qualifications in MS Word, Excel, Access, Outlook, Publisher, website programmes or other similar programmes
EXPERIENCE AND SKILLS	<p>Competent and confident in using word processing, spreadsheet, databases and email systems</p> <p>An excellent communicator, verbal and written</p> <p>Able to be helpful and efficient when dealing with telephone enquiries, face to face and via e-mail, particularly with the public</p> <p>High level administration skills</p> <p>Able to manage own time, prioritising tasks</p> <p>Experience of providing information and signposting help</p>	<p>Experience of working paid or unpaid in the voluntary sector</p> <p>Experience of working within a diverse project team</p> <p>Skills in desk top publishing</p> <p>Experience of undertaking or supporting fundraising</p> <p>Experience of small scale project planning</p> <p>Experience of supporting the work of volunteers</p>

OTHER	Commitment to equal opportunities Commitment to on-going personal development and training relevant to the project Prepared to work occasional out of office hours	
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