



## Development Worker

Job Title	Together Leicester Development Worker
Employer	Together Leicester
Office Location	St Martin's House, 7 Peacock Lane, Leicester, LE1 5PZ
Accountability	Board of Trustees through the Secretary as line manager.
Key Relationships	The trustees of Together Leicester Anglican Diocese of Leicester The Church Urban Fund Redeemed Christian Church of God City of Favour Parish Leicester Homelessness Charter Other partner organisations and funders of Together Leicester
Background	Together Leicester is a partnership of the RCCG City of Favour Parish, the Diocese of Leicester and the Church Urban Fund. The charity focuses on Food, Finance and Flourishing.

### Current projects are:

- Developing food pantries in Leicester based organisations, primarily churches. This work is funded by the Albert Gubay foundation via the Church Urban Fund.
- Developing "Cook and Eat hubs" providing cooking skills training in partner organisations. This work is funded by an Awards for All Grant
- Developing a community kitchens project; identifying five organisations in Leicestershire that can apply to the County Council for funding to run community kitchens on a regular basis. This work is funded by a County Council Shire grant, but has not yet started.

### Other areas of work

- Supporting the work of Leicester's Homelessness Charter in coordinating responses to issues of homelessness within the city. This work is well established; further funding is being sought to extend the work.
- Developing community debt advice hubs in the city and county; this work is still in its early stages.

Job Purpose To deliver existing commitments to funders and obtain new sources of funding to continue Together Leicester's work.

Annual salary: £30,000 per annum, pro-rata.

Hours of work: 3-days a week (22.5 hours)

Contract: initially fixed term, for six-months

## **Key Responsibilities**

The post holder will:

- Promote, develop and co-ordinate Together Leicester in Leicester and Leicestershire.
- Explore the potential for new activity which supports and strengthens Together Leicester's work, including applying for funding to deliver new activities.
- Encourage and support churches in utilising their structures, people and resources in creating and deepening work focused on social responsibility.
- Engage in monitoring and evaluating the effectiveness of activities and programmes in accordance with funders' expectations.
- Link with other joint venture development workers and staff regional teams.

## **Specific Duties**

- Ensure that at least three food pantries are operational and that all monitoring and evaluation requirements as set out in the grant agreement with the Church Urban Fund are met. This should be completed by March 2022.
- Ensure that at least three "Cook and Eat" hubs are operational, and all monitoring and evaluation requirements as set out in the grant agreement with the National Lottery. This should be completed by December 2021 if possible.
- Ensure that at least five community kitchens are operational in Leicestershire and all monitoring and evaluation requirements as set out in the Shire Grants agreement are met. This should be completed by March 2022.

## **Other duties**

- Collect and collate monitoring information and produce reports as necessary.
- Apply for other grants to develop Together Leicester's work, developing potential workstreams in line with the charity's vision, ethos and development plan.
- Work within the ethos and values of Together Leicester and contribute to its aims.
- There may be additional tasks not listed above that arise which the trustees will deem the responsibility of the post holder, and these will be communicated with the successful candidate.

## **Terms and Conditions**

- The post is a part-time post (3-day, 22.5 hours), on a fixed term, six-month, contract.
- There will be occasional evening and weekend sessions, these will be agreed in advance and time off in lieu taken. No overtime is payable for this position.
- There will be 12.5 days holiday within the contracted period plus public Bank Holidays.
- All agreed expenses are reimbursed. Mileage will be reimbursed at standard rates (45p per mile).
- The Together Leicester Staff handbook outlines policies, and these terms and conditions of employment apply to the post.

## **Person Specification**

### **Essential Experience/Skills:**

- A suitable and demonstrable level of experience in a faith and/or church-based community development role.
- Experience of working in social responsibility and community engagement.
- A sound working knowledge of financial systems, including basic bookkeeping and budgeting.
- Experience in successful project management, including following expected timelines.
- Excellent organizational skills.
- Computer literate, including MS Office, video conferencing software and use of databases and social media.

### **Highly desirable Experience/Skills**

- Good communication skills and experience of delivering effective presentations and public speaking.
- Local knowledge and contacts in Leicester and Leicestershire.

### **Personal qualities:**

- In sympathy with the Christian ethos of Together Leicester.
- Ability to balance the role of an individual with considerable initiative, with the need to liaise and collaborate with a national organization (the Church Urban Fund).
- A flexible approach to the job combining enthusiasm and a will to succeed.
- Methodical and well-organized; ability to work alone, a motivated and efficient self-starter.
- Understanding of appropriate safeguarding processes.
- Access to a car, and ability to travel in Leicester and Leicestershire as required.

Together Leicester is an equal opportunities employer and does not discriminate on the grounds of gender, marital status, race, ethnic origin, colour, nationality, national origin, disability, sexual orientation, religion or age. Selection for employment will be based on aptitude and ability.