



KENSINGTON AND CHELSEA SOCIAL COUNCIL

JOB DESCRIPTION

JOB TITLE:	Community Worker
PROJECT TITLE:	Kensington and Chelsea Together Programme (K&CT)
REPORTING TO:	Community Empowerment and Participation Officer (CEPO)
BASED:	Hybrid (between KCSC offices, at home, and out in the community)
HOURS:	14 hours per week – days worked to be agreed with the post-holder, but we prefer that these hours are worked over 2-3 days
SALARY:	£13.68 per hour, paid monthly via invoice
CONTRACT:	Fixed-term, 13-week contract 2 January 2024 - 5 April 2024

If you have questions or want to talk to the K&CT Programme lead before applying, email lucy@kcsc.org.uk

MAIN PURPOSE OF THE JOB:

Identify and match 30 local people into voluntary or paid decision-making roles within Kensington and Chelsea's voluntary and community sector before 1 April 2024.

WHAT DO WE MEAN BY 'DECISION-MAKING ROLES'?

The K&CT Programme supports charities, social enterprises and community groups in Kensington and Chelsea to become more inclusive and representative of the communities they serve. The Community Worker is responsible for matching residents of the borough into roles where they can influence how organisations' activities and services are designed and delivered. These roles may include:

- Project leadership roles
- Board roles (Trustee or Director)
- Grant-making panels
- Service user forums
- Steering, working, advisory or feedback groups

WHAT WILL THIS INVOLVE?

- Meeting and encouraging people to participate in the programme by, for example:
 - Researching and attending events in the borough to connect with people.
 - Using local online and offline networks (both your own and KCSC's) to connect with people (e.g., WhatsApp groups, community groups, etc.).
 - Visiting community spaces and local organisations to connect with people.
 - Encouraging and explaining to people why getting involved and having a say over local voluntary and community services is important and valuable, as well as how this would be beneficial to their own personal or professional development.
- Identifying paid and unpaid opportunities by, for example:
 - Searching on the KCSC website, on job boards, on local organisations' websites and social media pages, and on RBKC Council pages.
 - Speaking to colleagues at KCSC and others externally to find out about opportunities.
- Supporting and matching people to suitable opportunities by:
 - Setting up one-to-one meetings with interested residents (in-person, online, or over the phone) to understand their ambitions, interests and any relevant support needs they have.
 - Signposting and referring them to external support and/or training where needed (i.e. if these needs fall outside of the K&CT programme offer).
 - Working with them to find and successfully apply for relevant paid and/or unpaid opportunities within the local voluntary and community sector, or if appropriate, some local statutory sector opportunities.

OTHER TASKS AND RESPONSIBILITIES:

- Help the CEPO to plan and deliver K&C Together Week 2024, a Youth Involvement Series which aims to connect young people in the borough with influence and decision-making opportunities that are available locally
- Maintain a clear record of any reportable activities (e.g., number of people matched with opportunities) and attend supervision meetings with the CEPO
- Work outside of normal office hours on occasional evening or weekends, as required
- At all times, work within KCSC's policies and procedures

SKILLS, KNOWLEDGE AND EXPERIENCE NEEDED FOR THIS ROLE:

- Passion and desire to:
 - Support members of the community
 - Help amplify people's voices
 - Enable people to find fulfilling and meaningful roles
- Wide local networks (personal or professional) and ability to make new connections

- Confidence and ability to work autonomously, taking full responsibility for achieving programme targets
- Ability to work well with others, and communicate well with team members
- An understanding of the barriers, challenges, and possible prejudice, that communities may face in accessing decision-making opportunities
- Familiarity with, and/or experience of accessing, services delivered by local voluntary and community organisations
- Confidence and ability to use IT, especially the Microsoft Suite, Internet and social media

WHAT'S IN IT FOR YOU?

- Competitive hourly rate of pay
- Opportunity to meet people across the borough, and build a network within the sector
- Space to learn more about the services, activities and events available locally
- Opportunity to build skills and gain great career experience
- Access to support and supervision from the CEPO and access to KCSC training

TO APPLY:

Email recruitment@kcsc.org.uk - Attaching your CV, along with answers to the three following questions. Remember to think about the skills, knowledge and experience outlined above, and to demonstrate in your answers how you meet these.

1. Tell us about why you are interested in this role and what makes you a strong candidate. (120-150 words)
2. Based on your understanding of Kensington and Chelsea, explain why you think it is important for residents of the borough to have a say in designing the services delivered by local charities, social enterprises and community groups. (150-180 words)
3. Tell us about the methods, knowledge and skills you would use to match residents into role. Include how you will reach and engage people, and how you will work with them to find and secure suitable roles. (150-200 words)

To make sure the process is fair for everyone, please note that, if an answer exceeds the word limit, any words over the limit will not be considered by the people scoring applications.