



# Linskill and North Tyneside Community Development Trust

## Job Description

<b>Post title:</b>	Project Worker / Technician
<b>Salary:</b>	This is a 20 hours per week post, appointed pro-rata of £22,500 per annum.
<b>Location:</b>	Linskill Community Centre. North Shields.
<b><u>Relevant to the post</u></b>	
<b>Length of contract:</b>	24 months. Fixed term
<b>Car user status:</b>	Linskill & North Tyneside Community Development Trust's travel allowance scheme
<b>Flexible working:</b>	20 hours per week to meet the needs of the project, as agreed by the line manager
<b><u>Organisational relationship</u></b>	
<b>Responsible to:</b>	LNTCDT's Community Development Manager
<b>Budget responsibility:</b>	Overseeing small grants and running costs related to day-to-day shed activities
<b>Links to Linskill Centre:</b>	The post holder will primarily work in a purposely renovated facility situated at the back of the Linskill Centre, As a member of LNTCDT's Community Development team they will work closely with other project workers on a regular basis and will have allocated office space within the main building.

### **Context of the post and description of role**

Conversion of a large double garage at the Linskill Centre into a Community/Men's Shed and the appointment of this post has been enabled through North Tyneside CCG grant funding. Three-year funding was awarded, the first of which enabled the conversion to happen and for the space to be made fit for purpose and equipped.

The aim of the shed is to encourage pro-active involvement by health vulnerable men (though not exclusively men) in creative, practical, skill-sharing social and learning activities; towards improving community engagement confidence, reducing social isolation, combatting loneliness and improving their sense of wellbeing.

This project was inspired by and is being achieved with the support of a volunteer shedders group: retired/health vulnerable, yet skilled men and women; keen to create a practical working space where skills can be shared and friendships fostered. This will be North Tyneside's first Men's Shed and will affiliate to the National Men's Shed Association as the project develops.

This two year post will pilot the development and delivery of shed-activities and will track the social impact value and success of the project in achieving its aims. Further funding will be sourced to progress the projected beyond the two years, based on successfully achieving these initial funded outcomes. Outcomes will be measured based on social impact tracking for which training will be provided.

The post holder will develop provision in close association with the volunteer shedders and other shed-users, and will co-ordinate access to the shed to enable maximum use of the facility both during technical support time and for volunteer-led community use. Good Health & Safety awareness will be essential, together with the ability to train and support volunteers in the safe use of the facility will be essential to the post.

Networking with North Tyneside VCS agencies and GP Practices will be important for promoting the project, for signposting and encouraging social prescribing into shed opportunities.

### Main duties

- To network with, develop and foster good working associations with other local providers and agencies delivering adult provision across North Tyneside, including GP services..
- To develop and deliver a programme of shed activities informed through consultation with the volunteers and other shed members
- To link with the National Men's Shed Association towards aligning the development of the shed and how it used/access by following informed best practice.
- To ensure all equipment is well maintained and remains fit for purpose in line with expected H&S standards.
- To ensure all members are inducted and trained in the use of the facility and ensure the facility is used safely at all times.
- To induct and manage a team of support volunteers to enable community use outside of the Project Workers on-site time.
- To promote and ensure take up of the programme through advertising, networking and by positively engaging with participants, towards fostering their ownership of and commitment to participate in and/or to support all the shed provides. To produce marketing and promotional material as required.
- To ensure social impact data is captured in line with existing LNTCDT monitoring and social impact management procedures.
- To manage allocated budget areas for the project, and ensure planned activities align with these.
- To contribute to monitoring and evaluation reports as required by North Tyneside CCG,
- To attend Community Development Subgroup (at the Linskill Centre) on a regular basis and give feedback on project development.
- To attend other meetings at the Linskill Centre, as requested by the Community Development Manager or Linskill's CEO, considered relevant to the advancement of **The Community/Men's Shed** and / or the wider community development functions of LNTCDT.

### General

- To undertake annual staff appraisals to ensure job roles are satisfied, appropriate procedures are followed, objectives are achieved and targets are met,
- Maintain polite and good communication with colleagues and users at all time
- Reports to work each day as expected and on time, and works extra hours as may be needed from time to time in consultation with the line manager (for which the post holder will comply with the Flexible Hours policy)
- The post holder must comply with proper safety policies and procedures as required.
- The post holder must be able to determine the neatness, accuracy and thoroughness of the work assigned.
- To work as part of the Community Development team; contributing to the strategic development of community provision towards helping to achieve the Trust Corporate Strategy.
- To undertake training as may be required that both develops your professional skills and contributes to the implementation of the Trust's policies

## Other Duties

Linskill and North Tyneside Community Development Trust is a small organisation. All staff are expected to be able to work flexibly across job description boundaries and to share collective responsibilities of the Trust. This may include taking on additional tasks from time to time in consultation with Community Development Manager and / or the Chief Executive.

### Person Specification: Linskill Community/Men's Shed Project Worker / Technician

	Essential	Desirable
<b>Experience and Skills</b>	<ul style="list-style-type: none"> <li>/ Significant experience of working in education or adult community engagement.</li> <li>/ Previous development work in a similar role ie: <b>Providing technician functions or teaching adults in woodworking / repair / recycling.</b> <b>Developing / delivering adult provision.</b></li> <li>/ Excellent communication skills</li> <li>/ Excellent technician/woodworking skills and ability to share with others</li> <li>/ Good listening skills</li> <li>/ Good networking skills</li> <li>/ Project development and management skills</li> <li>/ Ability to work independently and as part of a team</li> <li>/ Monitoring and evaluation skills</li> </ul>	<ul style="list-style-type: none"> <li>/ Research and report writing</li> <li>/ Previous experience recruiting, training, and managing volunteers</li> <li>/ Experience of social impact monitoring</li> <li>/ Previous work within a VCS organisation.</li> <li>/ Awareness of social impact tracking</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>/ Supporting volunteers</li> <li>/ Knowledge of Microsoft Word, Excel, Internet, email and social media</li> </ul>	<ul style="list-style-type: none"> <li>/ Awareness of context in which community buildings operate</li> <li>/ Awareness of issues associated with volunteer recruitment and management</li> <li>/ Awareness of health issues / impact of social isolation in the community; particularly men.</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>/ Suitably qualified / skilled befitting the technical and H&amp;S requirements of the post.</li> <li>/ Literacy and Numeracy to Level 3 (minimum)</li> </ul>	
<b>Personal Attributes and Other Requirements</b>	<ul style="list-style-type: none"> <li>/ Willingness to undertake any identified training</li> <li>/ Willingness to work flexibly including some evenings and weekends</li> </ul>	<ul style="list-style-type: none"> <li>/ Car available for business use</li> </ul>