

# Support Worker

£22k-£23k p.a. pro-rata - 0.8fte (4 days a week)

Are you interested in supporting community groups? Have you the skills to enable them to develop? Are you experienced in managing a community-based facility? If you are, and you want to work for a resident-led, community renewal charity, please apply.



**Let's Connect**  
Communities Together

Grassland Hasmoor Futures Ltd is a resident-led, community renewal agency working in Hasland and Grassmoor. It currently delivers a community support service that aims to increase funding to local community groups, assist them to develop and grow and increase volunteering opportunities. It also manages a dedicated 'community space' at The Hub @ The Club which operates from the Hasland Club: 9am to 5pm, Monday to Friday.

For an informal discussion, please contact Barbara Arrandale on 07708235377 or Dave Brennan on 07709483625. Alternatively, send through a CV and a Supporting Statement of how you would match-up to the attached Job Description to [dave.dtbservices@gmail.com](mailto:dave.dtbservices@gmail.com).

Closing Date: 14<sup>th</sup> March 2024

This post is funded by:



# Grassland Hasmoor Futures



## Job Description

Job title	Let's Connect Support Worker
Reports to	Lead Director – HR & Admin
Salary range	£22,000 to £23,000 per annum on a pro-rata basis (0.8fte)

### Job Purpose

The postholder will work to deliver the Let's Connect service:

- Enabling communities to access funding - working with community groups to explore funding opportunities and assist them in writing up grant applications.
- Providing advice, information, and networking opportunities – ensuring local groups are connected to information services provided by Councils, NHS, schools, social housing agencies, training providers and the local CVS.
- Supporting communities deliver activities for themselves - providing hands-on practical support to local community groups, whether they are starting from scratch and needing to set up a constitution or a bank account; or whether they are well established and are looking to develop and expand; and
- Hosting VCSE activities, events, and services at our Community Hubs.

### Duties and Responsibilities

1. Act as a key contact point for the Let's Connect Service for all enquiries from the community, VCSE bodies, funders, and stakeholders.

#### Local Group Support:

2. Identify suitable funding opportunities for local community groups within Grassmoor and Hasland.
3. Provide support and guidance on grant funding opportunities and applications.
4. Assist with the administration of any local grants scheme established by the Let's Connect service, in line with Funding Agreements.
5. Encourage local community groups to connect and work together in collaboration to increase success in sourcing funding.
6. Provide guidance on organisational structures, including constitutions, committees, policies, charitable and company status, with referral to appropriate additional support.
7. Ensure that local community groups have the right policies and procedures to ensure a good quality and safe experience for individuals accessing the support/activity.
8. Support local community groups to promote and publicise their activities and events.

9. Support community research in response to a recognised need, thereby facilitating and supporting new developments.
10. Stimulate innovative ways to address locally identified community need and encourage and support communities to realise these.
11. Organise and facilitate training and learning opportunities, particularly for supporting confidence within local community groups.
12. Arrange and take minutes of local community partnerships and project working groups, as required, producing, and distributing information to relevant parties.

**Community Hub:**

13. Carry out reception and operational duties related to our Community Hubs, including keyholding responsibilities, caretaking tasks, answering the phone, receiving visitors, dealing with incoming and outgoing post and managing email enquiries.
14. Assist agreed community groups (i.e. Let's Chat; Walking for Health; Ortago; Chair-Based Exercise; Coffee, Tea & IT, and Mid-week matinees) with room set up, refreshments and additional support, when required.
15. Co-ordinate and optimise room bookings at our Community Hubs, in line with the agreed Charging Policy.
16. Ensure our Community Hub rooms are set up properly in advance, in line with the Hirer's requirements and the Booking Agreement.
17. Support maintenance of stationery stocks and other goods.
18. Provide support ensuring that our facilities, services, and equipment are managed and maintained in line with current Health & Safety requirements.

**PR & Marketing:**

19. Oversee the Let's Connect website, updating and revising sections as and when required.
20. Support the administration of our social media accounts, raising our profile, providing relevant information, leading on content, and ensuring it conforms with the Brand Guidelines.
21. Produce publicity materials for local community events and activities for Notice Boards and within the local press (Hasland Magazine)
22. Work closely with Links CVS to ensure the Let's Connect becomes an established element of the social infrastructure of Chesterfield and NE Derbyshire

**General Administration:**

23. Liaise with DCAS on our financial administration, relaying information on room bookings and purchase orders, line with our Financial Regulations.
24. Oversee and be responsible for petty cash, in line with our Financial Regulations.
25. Achieve best value by procuring equipment and services which are at an appropriate cost and standard and suitable for the activity identified.
26. Regularly measure the impact and outcomes of the Let's Connect Service to increase the capacity of the local VCSE.
27. Monitor the activities and outcomes associated with the Let's Connect service, in line with Funding Agreements.
28. Ensure that an asset inventory, including defibrillators, is in place and regularly updated.
29. Any other duties commensurate with the grade as determined by Trustees of Grassland Hasmoor Futures.

## Working Conditions

The postholder will be required to work from various locations within the community and occasionally at networking events. The main office locations for the post will be The Hub @ The Club in Hasland, Chesterfield.

Considerable flexibility is important as occasional attendance at evening and weekend meetings and events will be required. This may require working outdoors.

Willingness to go through a full DBS (Disclosure and Barring Service) check.

## Physical Requirements

There are no specialist physical requirements for this post.

## Other Responsibilities

To familiarise yourself with the principles of Grassland Hasmoor Futures, and its key documents and policies relating to:

- Code of Conduct
- Equality and Diversity
- Data Protection (Employees must at all times abide by the Data Protection Act)
- Customer Services
- Safeguarding Vulnerable Adults
- Child Protection Policy

This job description sets out a summary of the key features of the role. It is not intended to be exhaustive and will be subject to review (on an annual basis).