



Role Profile

DEVELOPMENT WORKER (Community Learning + Development)			
Reference No.	A4186	Type	Generic
Service	Communities and Neighbourhoods		
Job Family	Professional 2	Grade	FC8

Purpose
To develop, plan, monitor and review delivery of community learning-based programmes as part of our Digital Youth Work and Digital Learning offer as well as professional practice CPD for staff and volunteers. Ensuring that young people and adults that are among the most vulnerable in our communities, have the opportunity to access high quality CLD provision that will support the learners to develop skills, knowledge and experiences to positively participate in, and contribute to, their local community and family.

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Leading the development, delivery and review of community-based learning programmes designed to meet the needs and identified outcomes of vulnerable young people, adult learners, families or community groups in the following areas: <ul style="list-style-type: none"> Digital Youth Work & STEM Digital Learning Learner achievement and accreditation CLD Professional Practice Development	Educated to SCQF Level 9, which includes a Degree or equivalent recognised by the Community Learning & Development (CLD) Standards Council (Scotland) An approved SVQ assessor and/or verifier qualification Appropriate level of membership with the CLD Standards Council (Scotland)	 √ √	 √
Undertaking day to day line management and supervisory responsibilities for staff and registered volunteers, utilising corporate frameworks, procedures and providing effective leadership across the team.	Post qualifying experience of line managing staff and/or volunteers Experience in a mentoring / coaching role	 √ √	

E = Essential Criteria D = Desirable Criteria

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Co-ordinating staff CPD and fieldwork practice learning opportunities for the Community Development teams, linked to the requirements of the CLD Standards Council registration.	Relevant post qualifying experience in a Community Learning and Development setting	√	
Managing the Accreditation and Achievement process within the C&N Service.	Experience of facilitating Youth and Adult Achievement Award Groups, moderation and verification (Focus on customers – See 'How we work matters' Framework)) Experience of SQA Award Centre requirements	√	√
Planning, evaluating, recording and reporting team activity and performance indicators, through the provision of case studies, workshops, presentations, committee reports and local media using the service quality improvement framework.	Experience of using National Quality Improvement frameworks for CLD (Deliver results)	√	
Developing capacity among vulnerable young people and learners to participate in community engagement processes.	Experience of using the National Standards for Community Engagement	√	
Sourcing external funding to support delivery of provision.	Experience of financial management Experience of applying for and monitoring external funding opportunities (Embrace technology and information)	√ √	
Leading partnership activity around sharing challenges, solutions, resources and approaches to community-based learning as part of the Regional Improvement Collaborative, the CLD Learning Alliance and/or local work streams.	Knowledge of a range of youth work learning methodologies and approaches including digital (Work together)	√	
Undertaking a Public Protection Coordinator role acting as a point of contact for child and adult protection concerns raised by staff members and volunteers.	Experience of public protection practice, systems and training	√	
Acting as a nominated service Link Officer to externally grant funded organisations in receipt of C&N Recurring Grants.	Experience of monitoring and reporting on external funding sources (Take ownership)	√	
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:

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Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required

Before confirming appointment: You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.

Additional Information – the following information is available:	Expected Behaviours – It is essential that you display the following behaviours as they are expected of all our employees:
<ul style="list-style-type: none"> • Skills Framework (if applicable) • How we work matters 	<ul style="list-style-type: none"> • Take Ownership • Focus on Customers • Work Together • Embrace Technology & Information • Deliver Results