



Role Profile

Community Education Worker

Reference No.	A4237	Type	Generic
Service			
Job Family	Professional 1	Grade	FC7

Purpose

To deliver Community Learning and Development (CLD) activity, within a specific geography and/or specialism (youth work, adult learning, family learning or community capacity building) to achieve the national CLD outcomes of:

- Improved life chances for people of all ages through learning, personal development and active citizenship
- Stronger, more resilient, supportive, influential and inclusive communities.

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:

Planning, delivering and managing a range of learning programmes meeting the needs and identified outcomes of the young people, adult learners, families or community groups being supported.

Working with communities to ensure they are part of local community planning and have the skills and confidence necessary to make change.

Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility

E **D**

Experience of work with adults, young people and communities in a CLD context appropriate to the post (Deliver results - See 'How We Work Matters' Framework)

✓

Degree in Community Learning & Development (or equivalent recognised by the CLD Standards Council for full registration) at SCQF Level 9.

✓

Role Profile

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
	Experience of working within a local authority environment		✓
Engaging with learners to ensure that CLD programmes being offered in the local area are designed to meet learner expectation and reflect local need and priorities. Working with communities to ensure they are skilled and able to deliver community led services	Experience of developing and delivering learning programmes (Work together) Experience of working with community organisations and supporting community consultations Awareness of the Community Empowerment Act and asset transfer	✓	✓
Undertaking direct face to face delivery of CLD activity through engaging with groups and individuals in a learning context.	Ability to motivate staff and learners Training in supervisory or leadership skills	✓	✓
Managing and supporting staff and volunteers utilising corporate frameworks such as Attendance Management, Discipline, Grievance, Performance and Customer Service.	Competent in using email and the internet (Embrace technology and information)	✓	
Undertaking administration, budgeting, financial control of devolved budgets, monitoring and report writing for designated work.	Ability to work on own initiative (Take ownership)	✓	
Co-ordinating and developing local CLD partnership activity such as CCB Group, Adult Learning Planning and Delivery Group, Youth Strategy Group as delegated by the Area Community Development Team Manager .	Experience of multi-agency working Ability to work in partnership in a range of settings	✓	✓
Networking with other services, organisations and agencies to enhance CLD service delivery.	Knowledge and understanding of learning outcomes	✓	

Role Profile

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
Representing CLD on partnership groups such as Getting It Right or Early Years Sub groups, School Liaison Group etc. as delegated by the Area Community Development Team Manager.	An understanding of the issues which affect communities	✓	
Planning, delivering and evaluating CLD activity using the Fife CLD Quality Framework and applying the principles of the Standards for Community Engagement.	Organisational Skills	✓	
Undertaking self-evaluation of activity to ensure continuous improvement and contribute to the development of Service and Area Improvement Plans as a result.	Self-motivated, enthusiastic and offer a high degree of professional commitment (Focus on customers)	✓	
Taking responsibility for the achievement of devolved operational targets and performance indicators ensuring that CLD outcomes are delivered and reported on.	Ability to use different models of evaluation		✓
Reporting timeously on achievement through the Service's Management Information Systems.	Ability to work cooperatively as part of a team	✓	
Participating in the Performance Management process.	Able to provide a regular and effective service	✓	
Controlling and accounting for all resources including learning materials, ICT hardware and software etc.	Ability to interact respectfully with other people and build strong alliances	✓	
Preparing written reports and presentations, as requested, for Management Committees, CLD Partnership Groups, Area Community Development Manager and funders etc.	Presentation skills for training purposes		✓
Implementing and monitoring Fife Council's Health & Safety policy and procedures, and ensure that staff you are responsible for are aware of, and comply with, these policies and procedures.	Ability to consult effectively with groups and to coordinate consultation processes with other services	✓	
Implementing and monitoring Fife Council's Child and Vulnerable Adult Protection policies and procedures, and ensure staff you are responsible for are aware of, and comply with, these policies and procedures.	Commitment to ongoing professional development		✓
Managing and reporting on devolved local budgets in line with Fife Council's financial regulations and procedures.	Registration with the CLD Standards Council		✓

Role Profile

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
Supporting community groups to develop funding bids to be submitted to funding providers including the National Lottery, Community Trusts, Council Area Committees and Fife Council Community Grants Scheme.	Energetic and positive outlook		✓
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:

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

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.

Role Profile

Additional Information – the following information is available:

- Skills Framework (if applicable)
- **How** we work matters

Expected Behaviours – It is essential that you display the following behaviours as they are expected of all our employees:

- Take Ownership
- Focus on Customers
- Work Together
- Embrace Technology & Information
- Deliver Results