

## The Role

HEY Smile Foundation works in partnership with a range of stakeholders to create a positive and sustainable change within communities. This role will work with and enhance the voice of the voluntary sector by connecting relationships and supporting groups with their development needs. This could include (but not limited to); improving governance, enabling fundraising best practices, inspiring and developing volunteer opportunities. As part of the Community Development Team, you will be working with multiple voluntary groups and connecting solutions, while developing wider understanding and learning that can be shared to create resilient voluntary sector.

As a member of the Community Development Team, you will share skills and experiences that can challenge and support change. As an organiser and enabler within communities, you will listen and empower others to be part of the change through generous leadership.

Working across East Yorkshire your duties will include:

- Responding to voluntary sector development request, connecting appropriate resources, offering mentoring if required.
- Supporting Charity Chats that help voluntary groups to reflect and understand potential challenges and solutions.
- Build sector resilience and enable a stronger voice that celebrates the strengths within communities. Brokering cross-sector opportunities to create shared outcomes using asset-based community development approach.
- Capture and record community development service impact, as well as community-led insight that can inform commissioners and change makers.
- Connect the voluntary sector into local strategy and action that can improve living conditions and tackle health inequalities.

## Our Values and Behaviours:

<b>Impact-driven</b>	We focus on achieving meaningful and sustainable outcomes, prioritising our work to ensure tangible and positive impact on the communities we support.
<b>Collaborative</b>	We promote diverse partnerships with organisations, stakeholders, and community groups, using innovative and generous means to share and maximise resources, knowledge, and expertise for a wide-reaching impact.
<b>Generous</b>	We support colleagues, partners, and communities to become confident, professional, and self-sufficient. Providing them with the time, care, education, and opportunities they need to thrive.
<b>Integrity</b>	Honesty, transparency, accountability, and kindness. Integrity is the golden thread that runs through everything Smile does every day.

Our values are particularly important to us. They form a fundamental part of monitoring, assessing, and appraising what we do as staff individuals and as a charity.

## Role Profile

- 1. Job title:** Community Development Worker
- Location:** HEY Smile Foundation, Dock Street, Queens Gardens, Hull HU1 3AE. (home and mobile working is required)
- Reports to (Job Title):** Community Development Manager:
- Salary:** £25,000
- Working Hours:** 37.5 hours per week
- Annual Leave:** 25 days. Annual leave year starts on 1<sup>st</sup> January.
- Contract Duration:** Fixed term contract ending on 31<sup>st</sup> March 2026.
- Closing date:** 12noon 25<sup>th</sup> October 2024
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## 2. Purpose:

East Riding of Yorkshire Council commissioned HEY Smile Foundation to deliver the VCSE Community Development Service (Voluntary Community and Social Enterprise). The end date for this contract is the 31<sup>st</sup> March 2026.

HEY Smile Foundation has delivered the commissioned service for over 6 years. Working alongside various partners we have developed a responsive development offer for the VCSE that has also enabled new strategic relationships. As a member of the Community Development Team, your role will involve building sector capacity and resilience by supporting good governance, fundraising and volunteer management. Collectively the team and Smile partners brings together a wealth of experience and support, therefore you will have the opportunity to share transferable skills and receive personal and professional development support.

### 3. Joint responsibilities:

- Uphold and invest in the HEY Smile Foundation's vision and strategy.
- Promote equal opportunities (in terms of race, gender, religion, sexual orientation, and other forms of discrimination).
- Listen to community needs, and work within a team to create co-developed solutions, ensuring education, development and investment is not done to, but done with communities and groups.
- Be agile in your working, continually developing your skills to meet the needs of our evolving communities.
- Support the continued development of online resources, training and awareness platforms.
- Ensure all policies and procedures are understood and adhered to.
- Support a positive working environment, be visible, energetic and participative, encouraging cross team working and collaborative initiatives.
- Maintain an up-to-date knowledge of national best practice, policy and guidance for the VCSE sector.
- Represent Smile and partners at strategic meetings across the region, and at times nationally.
- Undertake all other reasonable requests to support the operations of Smile.

### 4. Key role responsibilities:

- Uphold and invest in the HEY Smile Foundation Vision, Mission and Values.
- Promote equal opportunities (in terms of race, gender, religion, sexual orientation, and other forms of discrimination) through the HEY Smile Foundations work.
- Listen to community needs, and work within a team to create co-developed solutions, ensuring education, development and investment is not done too but done with communities.
- Be flexible in your working, continually developing your skills to meet the needs of our evolving communities.
- Continue to help position Smile as the 'Go To' Charity in Hull and East Yorkshire.
- Develop case studies and impact reports, to ensure we are displaying our value.
- Ensure all policies and procedures are understood and adhered to.
- Support a positive working environment, be visible, energetic and participative, encouraging cross team working and initiatives
- Maintain an up-to-date knowledge of national best practice, policy and guidance to develop VCSE groups.
- Undertake all other reasonable requests made via the CEO and Heads of Department.

**5. Decisions that the job holder typically makes may cover the following areas:**

- Time Management: prioritises actions and own time to deliver desired outcomes
- Resource management: identify and improve the resources needed to support the VCSE
- Project Management: support co-produced actions and track progress
- Budget Management: Follow finance processes
- Development of Skills: Identify training for continual professional development.
- GDPR and Safeguarding responsibility
- Escalation of work to Heads of Department

**6. Outcomes based**

HEY Smile Foundation operates with a focus on outcomes. With this in mind your contracted hours are 37.5 per week. You will be asked to attend on and offline meetings weekly with your line manager and colleagues setting agreed outcomes for the period. However, the way in which you distribute these hours across your working week is flexible, and strong communication with your Head of Department is key.

**7. Knowledge, skills and experience required by the job holder:**

At Smile you will be seen as a leader in the VCSE sector, delivering capacity and capability support. You will form part of a team of experts who share their skills and expertise, alongside our partners across the private, public and voluntary sector, maximising resources for our inspiring communities.

Essential	Assessment
Self-motivated and able to work under own initiative.	Cover letter/CV and interview
Ability to manage priorities and meet deadlines	Cover letter/CV and interview
Excellent communication skills	Cover letter/CV and interview
Knowledge of voluntary organisations, governance, fundraising and volunteering	Cover letter/CV and interview
Willingness to learn and be part of a team	Cover letter/CV and interview
Good general IT skills, in addition be able to professionally operate meetings via, Zoom and Microsoft Teams.	Cover letter/CV and interview
Hold a valid and clean UK driving licence and have access to a vehicle.	Pre employment check
Desirable	Assessment
Project planning experience	Cover letter/CV and interview
Volunteer Management Experience	Cover letter/CV and interview
Bid writing and/or community fundraising	Cover letter/CV and interview
Attention to detail with ability to write concise reports, case studies, blogs	Cover letter/CV and interview
Good knowledge of community development resources	Cover letter/CV and interview