

# Partneriaeth Gymunedol De Sir Ddinbych

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## South Denbighshire Community Partnership

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### JOB DESCRIPTION:

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#### **Post** Community Engagement and Development Officer (CDO)

The position will be primarily based in Pengwern Hwb, Llangollen, but working across South Denbighshire for outreach provision.

**Pengwern Hwb.** The Llangollen Community Centre, located at the Pengwern Hwb, is owned, and maintained by Denbighshire County Council – Community Housing (DCCCH). South Denbighshire Community Partnership (SDCP) provides the Community Development Function at the Hwb under a Service Level Agreement. The Hwb provides a variety of activities and services for a wide range of service users.

**Job Purpose:** The CDO will, together with the Community Engagement & Development Manager (CEDM), work in partnership with local statutory and voluntary organisations to develop and deliver projects and implement services and activities that improve the quality of life for local people and build stronger communities.

The CDO will be responsible for setting up appropriate resources required for a wide variety of activities that will require You to be physically fit with the ability to bend, stretch, push, pull, lift, carry and kneel as part of your role.

**Previous Experience:** A minimum of 3 years' experience working within a community support role.

**Line manager:** Community Engagement and Development Manager (CEDM)

**Key Contacts** Community Support Officer – DCC Community Housing (DCCCH)

Kim-Inspire

Working Denbighshire

Grwp Cynefin

Citizens Advice Denbighshire

**Direct Reports** Volunteers

**Hours:** 35 hours (Ability to be flexible including some evening and weekends)  
Monday to Friday 9.00am – 4.30pm

**Salary:** SP5 – SCP 12 – 17 (depending on qualifications and experience)

£24,496.00-£26,845.00 per year

3% Contribution to Pension Scheme

**Annual Holiday Entitlement:** 20 days per annum, plus 8 public holidays.

**Probationary Period** 3 Months

**Notice period:** One calendar month

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**Driving Licence.** The job will require the use of a car reimbursed via a mileage allowance.

**DBS Clearance.** As this post involves working with vulnerable adults it is necessary for the successful candidate to have suitable Enhanced DBS clearance and Childcare Disqualification Requirement Declaration.

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### Key Responsibilities

1. To establish and deliver under the direction of the CEDM a wide range of in centre and outreach community activities and projects in response to the community identified needs.
2. To publicise and promote community activities and services within the South Denbighshire communities.
3. To maintain monitoring records for all community engagement activities that meet the Funding bodies monitoring and reporting requirements.
4. To provide support and training for local volunteers enabling them to take an active part in the development of the Community Centre.
5. To develop effective working relationships with all partners and stakeholders.
6. To collaborate with staff from the Local Authority, other voluntary and statutory organisations to achieve project outcomes and outputs.
7. To undertake all project administrative tasks, including updating project news regularly on the SDCP/ project social media sites.
8. To Ensure the South Denbighshire community service users are engaged and consulted with on a regular basis to ensure that feedback is gathered to allow evaluation and implementation of any required changes to be made by the CEDM.
9. To attend relevant training and meetings (these may be outside normal working hours).
10. To treat all centre users, staff, volunteers, and board members with equal respect and to perform all duties regarding the Partnership's Equal Opportunities Policy.
11. To engage with clients in a friendly, courteous, prompt, and appropriate manner, using excellent communication skills and ensuring delivery of high-quality customer service always.
12. To use the IT equipment provided, appropriately and effectively.
13. To adhere to all health and safety requirements, taking reasonable care not to do anything that may endanger yourself or others.
14. To promote equality, inclusion, respect, and fairness and to manage diversity in all areas of planning and service delivery, through an active involvement in implementing our equality and diversity policy.
15. To promote the work of SDCP.
16. Such other duties that occasionally arise, which fall within the purpose of the post.

Two references will be taken up and an Enhanced DBS check conducted following a successful interview.

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## South Denbighshire Community Partnership

### Equal Opportunities

SDCP recruits' staff and volunteers on the basis of their skills, experience, temperament, and ability without regard to race, nationality, gender, age, sexuality, disability, or religion.

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### PERSON SPECIFICATION

EDUCATION/QUALIFICATIONS	Essential	Desirable
• Good general level of education	✓	
• L2 Industry relevant qualification	✓	
<b>EXPERIENCE</b>		
• Experience of working with vulnerable adults		✓
• Experience of working within a community environment	✓	
• Experience of using general office computer packages	✓	
• Experience of consultation, monitoring and evaluating activities		✓
<b>KNOWLEDGE</b>		
• Knowledge of the role of the voluntary sector	✓	
• Knowledge of Safeguarding best practice	✓	
<b>SKILLS AND ABILITIES</b>		
• Full Driving Licence and own transport	✓	
• Able to work on own initiative and as part of a team	✓	
• Able to demonstrate a can-do attitude, willing to go the extra mile	✓	
• Able to demonstrate excellent organisational skills	✓	
• Ability to communicate through the medium of Welsh to include written and spoken		✓
<b>PERSONAL</b>		
• Personal & Professional Resilience		
• Acceptance of a commitment to SDCP's mission statement, aims and values, and its policies	✓	
• Demonstrate compassion and empathy	✓	
• Enthusiastic and self-starting	✓	