



Community Development Worker The BridgeLink Centre

20 hours per week

Job Description

Overview:

IvybridgeLink is the charity responsible for The BridgeLink Community Centre on Ivybridge Estate in Isleworth. This post is designed to support IvybridgeLink's mission to promote learning and educational achievement, encourage pathways into employment, support healthy lifestyles and emotional well-being, offer opportunities for recreation/leisure activities and build a positive sense of community.

You will be working as part of a team alongside the Director, Community Engagement, Development & ESOL Manager, the Youth Team and Centre Administrators.

Key Responsibilities:

To support a range of activities and services delivered by The Bridgelink Centre to widen participation and ensure quality services.

- Develop and maintain positive relationships with residents to assess community needs and co-ordinate appropriate activities and services.
- Liaise with Trustees, Director, Community Engagement, Development & ESOL Manager and a wide range of local organisations to support BridgeLink services.
- Oversee the day to day running and administration of various programmes including the Community Pantry, IT Cafe and Outreach work.

- Support the recruitment, onboarding and training of volunteers.
- Attend regular meetings and present reports for managers, trustees, funders and partners.
- Contribute to funding applications and income generation.
- Ensure accurate data collation, reporting, and evaluation across all programmes.
- Supporting the Director and the Community Engagement, Development & ESOL Manager in research and development of the BridgeLink Community offer.
- Contribute to publicity and marketing.
- Support any new programmes/initiatives, as and when

Person Specification

Knowledge and Experience:

- A background in community work, youth work, health & social work, teaching or family support.
- Clear understanding of the public and voluntary sector.
- An understanding of Safeguarding, Health & Safety, and Confidentiality policies and procedures within the context of a community setting.
- Knowledge of relevant issues and a commitment to ensuring fairness and inclusion when working with communities.
- Proven track record of engaging members of the community and other stakeholders to deliver activities, events or projects.
- Experience of delivering activities, events or projects end to end including research and planning, delivery, monitoring and evaluation.
- Commitment to equity, diversity and inclusion and to empowering local communities.

Skills:

- Strong interpersonal skills and the ability to build trusting positive relationships with residents of all age ranges and from a wide range of backgrounds.
- Excellent listening skills and confidence in being able to talk to people both in groups and on a one-to-one basis, facilitating discussions, group work and delivering presentations.

- Able to identify gaps in provision and develop initiatives that address these concerns within the community.
- Excellent time management and organisational skills.
- Excellent written and oral communication skills including report writing and maintaining monitoring and recording systems.
- Excellent administration skills and competency in the use of Microsoft 365, cloud-based applications such as Google and social media.
- The ability to work both on your own and in a team and manage workloads within timebound deadlines.
- Confidently representing IvybridgeLink Charity and The BridgeLink Centre at meetings and events.

Personal Qualities

- Commitment to equity, diversity and inclusion and to empowering local communities.
- Create a welcoming presence and build strong, trusting relationships with residents, volunteers and partners.
- Proactive, flexible and comfortable working in a dynamic community environment.
- Resilient, with the ability to manage competing priorities and remain calm under pressure.
- Passionate about community impact and improving opportunities for local people.
- Reflective and open to learning, feedback and continuous improvement.
- Flexible approach to work, with the ability to assist across different working areas as and when required.

Qualifications (preferred):

- Relevant degree level qualification or equivalent in a field such as community work, youth work, health & social work, teaching or family support.