



NEW WORTLEY COMMUNITY ASSOCIATION

Job Description: BAME Support & Development Worker

Date: 1 September 2020

Purpose of Role

As part of the Building Blocks team, work with local BAME communities to develop and deliver a programme of learning opportunities to promote ESOL, citizenship community cohesion and volunteering
To deliver a range of support interventions to build capacity and sustainability, contributing to improved outcomes for local people

To create an all-inclusive environment within NWCC and promote awareness of diverse cultural backgrounds to existing service users

To ensure delivery and impact are monitored and reported on

Management Supervision and Guidance

You will be responsible to the Operations Manager for your daily tasks and duties

Duties and Responsibilities

- Engage with and support local BAME communities through group work, guidance. Information and signposting
- Build effective relationships with local BAME communities and encourage them to access support services offered by/at NWCC. Encourage them to make suggestions on how NWCC can respond to their needs, interests and personal development
- Support the delivery of non-accredited/accredited learning programmes both in the centre and in the wider community
- Aim to raise aspirations, build confidence and self-esteem as well as providing access routes into participation, education, employment, volunteering, housing and personal development
- Provide emotional support as necessary
- Assist with employability skills, preparation for employment, job seeking and application skills
- Receive referrals from voluntary and statutory organisations/groups for advice, support and assistance
- Produce a support package with identified targets and measurable outcomes
- Capture statistical monitoring information to support the impact of NWCC's work in the local community
- Respect service users' right to privacy, dignity and confidentiality and comply with GDPR
- Maintain appropriate professional boundaries at all time, whilst working in a person centred way
- Actively promote anti-discriminatory practice and equality of opportunities in dealing with staff, volunteer and service users being mindful of protected characteristics including race, faith, age, gender, sexual orientation and physical disability
- Respect service users' right to privacy, dignity and confidentiality and comply with GDPR
- Maintain appropriate professional boundaries at all time, whilst working in a person centred way
- Contribute to collaborative team working supporting the work of the wider centre proposition

General

- Adhere to the NWCA policies and procedures at all times
- Undertake any other duties as appropriate to the post or which may from time to time be reasonably determined by the Chief Executive Officer or Board of Trustees

NWCA reserve the right to vary or amend the duties and responsibilities of the post holder at any time in accordance to the needs of the business

NWCA are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. We promote diversity to create a workforce that reflects the population of Leeds

A Disclosure and Barring Service (DBS) check against the Children's and Vulnerable Adults barred list will be carried out on preferred candidates