



## NEW WORTLEY COMMUNITY ASSOCIATION

### Person Specification – BAME Support & Development Worker

Date: 1 September 2020

#### Qualifications required

- Good level of education
- Full, clean driving licence

#### Experience required

- Experience of supporting communities of interest, in particular BAME communities
- Experience of delivering a range of services for communities of interest including outreach work in deprived communities
- Experience of case management, recording and report writing
- Experience of working in a supportive and empowering role
- Demonstrable commitment to equal opportunities for all

#### Skills required

- Ability to build collaborative relationships establishing high levels of trust which can be evidenced through positive feedback
- Ability to facilitate group working
- Excellent communication skills including the ability to influence and negotiate
- Good interpersonal skills with the ability to identify the needs of communities of interest
- Understanding of Equality & Diversity and ability to challenge discriminatory behaviour
- Imagination and innovation to meet the changing needs of the programme
- Ability to foster an environment that is people/community led
- Flexibility in work patterns
- Good IT Skills
- Ability to work collaboratively as part of the wider team
- Highly organised with good time management skills

#### Personal Qualities

- Highly motivated to help other people
- Compassionate and empathetic
- Trustworthy and honest
- Approachable and friendly
- Understanding of working within professional boundaries
- Flexibility in work patterns to meet project requirements
- Committed to self-development
- Positive advocate of New Wortley Community Association

**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**