



LINKING LIVES EASTBOURNE JOB DESCRIPTION

Post:	DEVELOPMENT WORKER
Location:	Eastbourne Area
Based at:	TBD – Eastbourne Town Area
Employed by:	Linking Lives Eastbourne
Responsible To:	The Board of Trustees through their appointed representative/s – the Management Group
Hours of Work:	14.5 hours per week with some evening / weekend work required
Salary:	Competitive Salary
Term:	6 month Contract with potential for renewal; contract can be terminated via notice by either party

SUMMARY AND MAIN PURPOSE OF JOB

- ❑ To lead the development of Linking Lives Eastbourne, a locally based Christian Charity, within the parameters of the National Linking Lives Scheme.
- ❑ To bring Linking Lives Eastbourne fully into the life and awareness of the Church Communities within the Eastbourne Area.
- ❑ To work with the Coordinator & the Management Group to provide Strategic and Spiritual direction to Linking Lives Eastbourne Scheme in order to reach the agreed aims objectives and outcomes.

MAIN OBJECTIVES

Leadership & Recruitment

- ❑ To work with the Management Group and Coordinator in addressing ongoing issues and agreeing future strategy
- ❑ Promote and maintain the Charity's Christian ethos within the Church Community

Management & Administration

- ❑ In partnership with the Management Group, maintain an overview of the scheme and its activities, including its financial viability and be able to produce reports on goals achieved.

Marketing & Communications

- ❑ Liaise with Linking Lives UK and other local/ national charities in order to remain up to date with national and local developments
- ❑ Increase the awareness of Linking Lives Eastbourne within the Church Communities of the Eastbourne area, looking to grow our network of core and affiliate Churches as well as our pool of volunteers.
- ❑ Working with the Coordinator to increase the awareness of Linking Lives Eastbourne within the agencies in the town, as appropriate to our aims and objectives.

Project Development

- ❑ Assess and develop new opportunities for projects which contribute towards the aims and objectives of the scheme

KEY TASKS

Marketing & Communications

- ❑ Carry out presentations to local groups in order to raise the profile of the scheme
- ❑ Compile and produce necessary publicity material ensuring that it is kept up to date and relevant
- ❑ Oversee the management of the local website and any social media accounts

Project Development

- ❑ Work with the Coordinator to organise and support occasional events and activities as required. This may involve evening and weekend working.

ESSENTIAL SKILLS OR ATTRIBUTES

- ❑ Excellent interpersonal skills (verbal and written) including the ability to relate effectively with Core/ Affiliate Churches, Volunteers and Statutory Agencies
- ❑ Excellent understanding of confidentiality and professional boundaries
- ❑ Ability to work independently, prioritise workload and manage a caseload with timescales and targets
- ❑ Ability to handle difficult situations with sensitivity
- ❑ Commitment to equality and diversity
- ❑ Competent computer skills
- ❑ Sympathy with the Charity's Christian Ethos

DESIRABLE SKILLS OR EXPERIENCE

- ❑ Experience of managing volunteers and working with older people in either a paid or voluntary capacity
- ❑ Experience of working autonomously across different groups & organisations, setting targets and measuring progress against goals.
- ❑ Full driver's licence and use of a car