

**Cefn Community Council
Are looking to appoint a
Community Agent
16 hours/week £9.00 per hour plus travel expenses
Temp/for 12 months (potential for extension – subject
to funding)**

Are you committed to supporting individuals and isolated people living Cefn community area? Are you interested in a flexible local employment opportunity that you can fit around your other commitments?

We are seeking to recruit a Community Agent for Cefn Community (covers Cefn, Plas Madoc, Rhosymedre & Cefn Bychan, Acrefair & Penybryn Wards). Full training and support will be provided but you must know the area well. The Community Agent will work to connect people in the community to the services and support that they need, reporting to the Clerk of the Community Council.

Community Agents will seek to ensure that individuals and isolated people over 50's access the services and support needed. This involves building local support networks, acting to bridge the gap between individual residents and statutory organisations; and signposting to other services and agencies.

Making the most of local activities and services is a good way to keep fit, active and independent, but not everyone knows what is available. People with health or other difficulties may need that bit of help to access and benefit from activities and services available to everyone. Community Agents will build relationships with organisations such as the Police, PCSO's, Fire Service, Ambulance Service, GPs, local libraries and housing groups to ensure that more vulnerable and isolated people have access to the support provided.

Outline terms and conditions

1. *Period*: 12 months from January 2020
2. *Working hours*: 16 hours per week
3. *Place of work*: Office based; but much of role will be meeting clients in their homes or at community facilities.
4. *Salary*: £7488.00 per annum
5. *Expenses*: Mileage is paid at 45p/mile for car users
6. *Line management*: the post holder reports to the Clerk of the Community Council

Recruitment Process

For an application form or more information about the role please contact Mrs T Nicholls-Smith, Clerk to Cefn Community Council, George Edwards Hall, Well Street, Cefn Mawr, Wrexham LL14 3AE
Email: cefnmawrparish@btconnect.com Tel: 01978 821298

The Description and Person Specification for the role are below.

The application deadline is close of business 5.00pm on
Friday 15th November 2019

<p style="text-align: center;">Community Agent 16 hours/week - Temporary for 12 months Job Description</p>

Job Purpose

Community Agents seek to ensure that individuals and isolated people access the services and support their need. This involves building local support networks as well as acting to bridge the gap between individual residents and statutory organisations. The Community Agent reports to the Clerk of the Community Council.

Job responsibilities

Outreach and client support

- To carry out outreach and profile-raising activity to identify vulnerable, disadvantaged and isolated people in the community who may need targeted support in order to keep living independently
- To provide high quality face-to-face information, advice and support, helping clients to make informed choices about their future needs and goals
- To Signpost clients to services, and put them in direct contact with the appropriate agencies
- To identify ways of meeting client needs without needing to refer to statutory services (e.g. by assisting vulnerable people and their families to develop relationships with others in the local community)

Capacity-building

- To identify existing community support (e.g. voluntary organisations, care schemes, informal networks) and address any gaps as appropriate
- To develop working relationships with service providers in order to negotiate appropriate service support for vulnerable people and their families
- To recruit volunteers to assist in delivery of "Good Neighbour Befriending Schemes" or other support initiatives.

Management and reporting

- To maintain accurate and comprehensive client records ensuring compliance with the Data Protection Act
- To input data as required to monthly reporting system

General

- To attend relevant Community Agent progress meetings and training
- To actively pursue self-development, identifying training and Continuing Professional Development needs and potential solutions
- To adhere to policies and procedures at all times
- To undertake other duties as may reasonably be requested

Person Specification

	Essential Attributes	Desirable Attributes
EDUCATIONAL QUALIFICATIONS	Qualified to QCF Level 2/3 in Health and Social Care (Or willing to work towards)	Qualified in relevant discipline, e.g. Information, Advice and Guidance, community development
EXPERIENCE	Experience of giving advice, in either voluntary or professional capacity	Working with public and/or voluntary and community sector partners to deliver services Working with vulnerable people
SKILLS AND KNOWLEDGE	Strong interpersonal and communication skills Good organisational and IT skills Basic knowledge of relevant statutory services	Detailed knowledge of the local community Report writing skills Knowledge of community development approaches
PERSONAL ATTRIBUTES	Ability to work on own and as part of a team Strong commitment to improving the lives of vulnerable people Commitment to community development approach Determined and hard working Willingness to learn	
OTHER	Own vehicle and full driving licence Able to work from home, using IT equipment Prepared to work occasional weekends and/ or evenings Prepared to undergo Enhanced Criminal Records Bureau (DSB) check Prepared to undergo relevant training to the post i.e. Safeguarding Advice and Guidance etc.	First Aid at Work certificate and/or Fire Safety training Local networks and contacts