

Madeley Parish Council

Job Title	Community Support Worker
Hours	10 hours per week [flexible working]
Salary	£10 per hour (Self Employed)
Responsible to:	Madeley Parish Council via the Clerk
Location	Madeley

Main Purpose of the Post

- To connect and proactively bridge the information gap between residents, voluntary and statutory organisations
- To liaise with existing services and facilities; signposting people to service and information
- To undertake additional project work on behalf of the council, if required within the hours allocated

Principal Duties

- To establish contacts with all groups by attending coffee mornings, lunch clubs, evening meetings and other community activities providing up-to-date and accessible information
- To establish contacts with individuals who require support in accessing benefits and advice [possible home visits]
- To encourage the community to participate in consultations within the village
- Assist with setting up new groups and source or provide training opportunities for residents
- To identify support and funding opportunities for outings
- To provide regular progress reports to the council; attending meetings as requested.
- To identify on going funding for the post of Community Development Worker

Other information

- The post is subject to a minimum 6 month probationary period which can be extended by either side.
- Madeley Parish Council is committed to equal opportunities principals and practice
- All contractors must work within the policies and guidelines adopted by the Council
- This job description will be reviewed annually, in discussion with the post holder