

## **Development Worker Job Description**

### **Job Purpose**

To provide development support to existing and emerging community networks in Birmingham.

### **Specific Duties**

1. Identify and build relationships with existing community networks
2. Support the development of new community networks
3. Support networks to become more effective, through the use of the network assessment framework
4. Contribute to the continued development of the assessment framework
5. Identify the range of capacity building support available to networks and VCS groups within Birmingham
6. Signpost networks to further appropriate sources of advice and support
7. Organise and manage training and networking events where appropriate, including through Resident University
8. Maintain websites, through the sourcing and writing of appropriate materials, links and resources for networks
9. Continue to develop directories of Community Networks and Resident and Community Groups
10. Maintain and manage relevant databases of community groups and active citizens

## **General Duties**

1. Understand and promote the priorities and activities of Community Networks in Birmingham.
2. Achieve agreed performance targets.
3. Treat with confidentiality any information about any organisation, its staff, trustees or clients that is sensitive, personal or private.
4. Work harmoniously with colleagues and external partners; supporting others in their work.
5. Attend relevant meetings representing Chamberlain Forum.
6. Continuously refresh knowledge in relation to job.
7. Ability and willingness to travel to visit all parts of Birmingham.
8. Ability for occasional out-of-hours working.
9. Work in a way that supports the involvement of excluded groups and communities.