



Role Profile

Development Worker (Community Learning & Development)

Reference No:	A4186		
Service:	Communities and Neighbourhoods		
Job Family:	Community and Youth Work	Grade:	FC 8

Purpose

As part of the Community Development Support Team the Development Worker(s) will contribute to overall development and delivery of a number of key areas of work including:

- Professional Learning
- Protection and Safeguarding for Children, Young People and Vulnerable Adults
- Quality and Continuous Improvement, including Management Information Systems
- Community Engagement

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:

Leading the development, delivery and review of learning programmes including practice development, accreditation and achievement, and digital learning.

Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility

Educated to SCQF Level 9, which includes a degree or equivalent recognised by the Community Learning & Development (CLD) Standards Council (Scotland)	✓	
An approved SVQ assessor and/or verifier qualification		✓
Appropriate level of membership with the CLD Standards Council (Scotland)	✓	

E	D
✓	
	✓
✓	

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Undertaking day to day line management and supervisory responsibilities for staff and registered volunteers, utilising corporate frameworks, procedures and providing effective leadership across the team.	Post qualifying experience of line managing staff and/or volunteers Experience in a mentoring / coaching role	✓ ✓	
Co-ordinating staff CPD and fieldwork practice learning opportunities for the Community Development teams, linked to the requirements of the CLD Standards Council registration.	Relevant post qualifying experience in a Community Learning and Development setting	✓	
Managing the Accreditation and Achievement process within the C&N Service.	Experience of facilitating Youth and Adult Achievement Award Groups, moderation, and verification Experience of SQA Award Centre requirements	✓ ✓	✓
Planning, evaluating, recording, and reporting team activity and performance indicators, through the provision of case studies, workshops, presentations, committee reports and local media using the service quality improvement framework and management information systems.	Experience of using National Quality Improvement frameworks for CLD	✓	
Developing capacity among vulnerable young people and learners to participate in community engagement processes.	Experience of using the National Standards for Community Engagement	✓	
Sourcing external funding to support delivery of provision.	Experience of financial management Experience of applying for and monitoring external funding opportunities	✓ ✓	
Leading partnership activity around sharing practice, challenges, solutions, resources, and approaches to community-based learning as part of the Regional Improvement Collaborative, the CLD Learning Alliance and/or local work streams.	Knowledge of a range of learning methodologies and approaches including digital	✓	
Undertaking a Public Protection Coordinator role acting as a point of contact for child and adult protection concerns raised by staff members and volunteers.	Experience of public protection practice, systems, and training	✓	

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Acting as a nominated service Link Officer to externally grant funded organisations in receipt of C&N Recurring Grants.	Experience of monitoring and reporting on external funding sources	✓	
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

Additional tasks or responsibilities – this is a generic role; however, this particular job may also require you to undertake the following:			
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Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required	
Before confirming appointment: You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.	
Additional Information – the following information is available:	Expected Behaviours
<ul style="list-style-type: none"> Skills Framework (if applicable) How we work matters 	<ul style="list-style-type: none"> Take Ownership Focus on Customers Work Together Embrace Technology & Information Deliver Results

Version: 1.4

Issue date: October 2023

E = Essential Criteria D = Desirable Criteria