

ADVERT



Job Title: Community Development Officer

Hours of Work: Fixed term until April 2024. 4 days per week (32 hours), flexible working is essential. Days of work will be agreed upon appointment.

Workplace: Based in Wolverhampton but working across the Black Country and surrounding areas, this will include working from home, as required.

Zebra Access CIO, a local Deaf charity based in Wolverhampton, secured funding from the Big Lottery Fund to develop services for Deaf, Deaf Blind and Hard of Hearing people over 5 years from April 2017. This new project will address the main needs of Deaf, Deaf Blind and Hard of Hearing people in Wolverhampton, Black Country and the surrounding areas by providing appropriate access to information and services where service users can go to discuss their issues, be signposted to appropriate services and be supported in their preferred communication method (i.e. British Sign Language, sign supported English, lip-reading etc.) The project will also aim to develop an accessible society to meet the communication needs of Deaf, Deaf Blind and Hard of Hearing people, by offering community and youth development, advocacy, wellbeing and communication awareness services. The Community Development Officer will be instrumental in supporting Deaf, Deaf Blind and Hard of Hearing people and the development of Zebra Access services, with support from the Project Development Manager.

This is a project funded by The National Lottery Community Fund which will run to 2024. Candidates applying for this role will need to:

- Have a proven record in developing and delivering community-based projects.
- Work with the local community and potential partners/service providers to develop and establish the required services/training/events, removing the barriers that Deaf, Deaf Blind and Hard of Hearing people currently face.
- Develop partnerships and increase awareness amongst existing service providers and charities, of the issues currently faced by their Deaf, Deaf Blind and Hard of Hearing customers/clients.
- Explore the provision of activities and services that are currently being enjoyed by mainstream/hearing people (for example, golf/yoga sessions, IT drop-in sessions where people can bring their devices and learn about how to use them, be-friending schemes, etc.) then establish the provision of equivalent services for Deaf, Deaf Blind and Hard of Hearing people.
- Have attained BSL Level 3 as a minimum or equivalent signing ability.

We are looking for someone who is passionate about:

- Developing services for Deaf, Deaf Blind and Hard of Hearing communities.
- Supporting Deaf, Deaf Blind and Hard of Hearing people in all areas of life.
- Understanding and providing communication access solutions for Deaf, Deaf Blind and Hard of Hearing people facing daily barriers in society.
- Developing robust partnerships.
- Inspiring and mentoring Deaf, Deaf Blind and Hard of Hearing people.

If you feel that you are the kind of person we are looking for to lead and deliver this project, please contact Chris Beech by email: chris@zebra-access.com or by text: 07761096732 to arrange an informal discussion or for clarification around the job description/person specification.

How to apply:

- **Send your CV and covering letter, stating why you feel you are the best person for this job, by email to: chris@zebra-access.com**

Application deadline: 23rd March 2022 by 5pm

Interviews: Date of interviews to be undertaken within 2 weeks from deadline.

JOB DESCRIPTION



JOB TITLE: Community Development Officer (**Funded by The National Lottery Community Fund**)

PLACE OF WORK: Based in Wolverhampton and working across the Black Country and surrounding areas, as required. Home working is also permitted where applicable.

PURPOSE OF THE JOB: To develop services and opportunities for Deaf, Deaf Blind and Hard of Hearing people and communities, including establishing partnerships with various local and national services/organisations. Develop, deliver and manage events/activities/volunteers.

KEY RESPONSIBILITIES

- Actively engaging with local Deaf, Deaf Blind and Hard of Hearing people (all ages) and communities to identify the issues that are affecting their lives; responding to problems and the identification of needs through empowerment and active participation.
- Identifying issues and needs of Deaf, Deaf Blind and Hard of Hearing people/communities (including those relating to mental health issues, substance abuse and so on) support network (including parents and carers and so on).
- Ensuring that local Deaf, Deaf Blind and Hard of Hearing people and communities have their say about how services are developed.
- Developing and managing new services/activities/resources in consultation with the Deaf, Deaf Blind and Hard of Hearing communities and local providers.
- Planning, attending and coordinating meetings and events.
- Designing, developing and delivering training, as required.
- Engaging with local/national groups and organisations to raise the profile of the issues and barriers that Deaf people/communities face daily.
- Developing potential partnerships with local service providers, employers, organisations, local health authorities and clubs/societies.
- Appropriately referring Deaf, Deaf Blind and Hard of Hearing people to relevant providers, to ensure that they receive professional and independent legal/financial/benefit advice.
- Supporting the Wellbeing Officer in facilitating life-skills and health-related hubs/workshops delivered to groups of Deaf, Deaf Blind and Hard of Hearing people.
- Recruiting and managing volunteers to support Zebra Access services and events.
- Maintaining a high quality service by achieving targets, which will be set in negotiation with your line manager.

- Providing monthly monitoring information, reports and statistics relating to performance against targets and performing any other relevant administrative duties.
- Providing case studies on the experiences of Deaf, Deaf Blind and Hard of Hearing people and communities.
- Continually updating your own knowledge about opportunities and support available, to ensure you give accurate information and advice to Deaf, Deaf Blind and Hard of Hearing people and service providers.
- Support all forms of fundraising activities undertaken by Zebra Access.
- Flexibility in your working hours will be required, as you may be asked to represent the organisation at meetings outside normal working hours, or to complete any other duties and responsibilities that are commensurate with this role.
- Respecting confidentiality and carrying out all of your responsibilities in a professional manner at all times, in compliance with Zebra Access' policies.

Date: March 2022

PERSON SPECIFICATION



ESSENTIAL QUALITIES/ KNOWLEDGE	DESIRABLE
<ul style="list-style-type: none"> • Minimum of GCSE level education or equivalent. • Fluent BSL user or have BSL Level 3 as a minimum. • Have an in-depth understanding of the practical and social issues facing Deaf, Deaf Blind and Hard of Hearing people/communities on a daily basis. • An understanding of and commitment to equal opportunities and the Equalities Act (2010). • An understanding of effective project caseload management including report writing, maintaining confidentiality and monitoring progress. • Experience of networking with a wide group of people and organisations. • Ability to facilitating and/or organise meetings and events, specifically with service providers and/or external organisations. • Work autonomously, with minimal supervision • Demonstrate a positive and non-judgmental attitude • Effective problem-solving skills 	<ul style="list-style-type: none"> • General knowledge of other national/ local Deaf, Deaf Blind and Hard of Hearing organisations, services and events • An understanding of how public sector organisations work. • Demonstrate social and negotiating skills • Fundraising experience
EXPERIENCE	
<ul style="list-style-type: none"> • Experience in developing and delivering services, projects and events with or for local Deaf people/communities 	<ul style="list-style-type: none"> • Managing a client caseload and monitoring progress • Experience of designing and

<ul style="list-style-type: none"> • Ability in IT (MS Office; Internet and/or other software packages) • Ability to achieve outcomes and results within agreed timescales • First rate communication, which has enabled you to effectively build a rapport across a range of contacts/networks. • Experience of developing partnerships with other organisations/societies • Experience in managing a team (volunteers or paid) 	<p>delivering training on a 1 to 1 basis and/or in a group setting</p> <ul style="list-style-type: none"> • Experience in giving advice & guidance
OTHER INFORMATION	
<ul style="list-style-type: none"> • You will need to demonstrate a willingness to travel and to occasionally work outside of normal office hours, when required. • Appointment is subject to an Enhanced Disclosure and Barring Service check. 	<ul style="list-style-type: none"> • Full current driving license required, with access to a vehicle for work purposes (consideration will be given to alternative travelling proposals in respect of applicants with a disability who cannot hold a license).

Date: March 2022

TERMS AND CONDITIONS



Listed below are some of the key benefits of working with us

A statement of the main terms and conditions of service will be supplied upon offer of appointment. The information given below is intended as a guideline for candidates.

POST: Community Development Officer (4 days per week – 32 hours – days of work to be agreed).

CONTRACT TYPE: Fixed term until April 2024.

SALARY: The salary for this post is £22,000 - £24,000 per annum pro rata depending on experience/qualifications.

PROBATIONARY PERIOD: Confirmation of appointment is subject to the successful completion of a 3-month probationary period.

HOURS: 32 hours per week, however, it may be necessary to work additional hours to complete your duties, for which time in lieu will be awarded accordingly.

HOLIDAYS: The annual leave year is from 1 January to 31 December. The entitlement for this post is 20 days plus 8 days statutory holidays pro rata per year, with additional privilege days awarded at the discretion of the board.

PENSION: A Pension scheme is available to all Zebra Access employees.

EQUAL OPPORTUNITIES: Zebra Access has an Equal Opportunities Policy and all employees are expected to develop an understanding of and commitment to equal opportunities.

This post is exempt from the terms of the Rehabilitation of Offenders Act exemption order 1975) and you are therefore required to disclose all criminal convictions and cautions including those, which are 'spent'. This post is also subject to a Disclosure and Barring Service clearance (formerly Criminal Records Bureau clearance) Access NI / Disclosure Scotland clearance. All successful candidates must satisfactorily clear a criminal records and ISA Vulnerable Adults Barred List check.