



October 2017

### 1. JOB IDENTITY

<b>Post Title:</b>	CLD Worker (Qualified)	<b>Service:</b>	Education and Children Services
<b>Section:</b>	Community Learning Development	<b>Grade:</b>	Practitioner Grade J
<b>Reports to:</b>	Senior CLD Worker		

### 2. JOB PURPOSE

- Promote, develop and deliver Community Learning & Development in the designated area in line with national priorities and identified need.

This post may require working irregular and unsocial hours, which may include weekend.

There is a responsibility for the post holder to demonstrate a commitment to quality service delivery through continuous improvement for the benefit of the Service and the organisation.

### 3. CORE RESPONSIBILITIES / DUTIES

- Initiate, plan and lead actions to create opportunities for achievement through Community Learning and Development.
- Responsible for the day to day management of Community Learning & Development staff and volunteers.
- Manage, organise and secure resources to deliver programmes and activities.
- Support management, through working in partnership with services, to implement performance measures to support robust performance monitoring at service and council level.
- Contribute to the monitoring, evaluation and reporting of work using the Continuous Improvement Framework.
- Ensure risk assessments are carried out for all activities.
- Ensure compliance with Council policies and with the professional expectations of the CLD Standards Council Scotland.
- Contribute to the financial planning and management of budgets and access additional funding.

#### 4. QUALIFICATIONS AND TRAINING

- Essential:**
- Degree in Community Learning and Development or equivalent as recognised by the CLD Standards Council Scotland.
  - Commitment to continuing professional development.
- Desirable:**
- Post Graduate Qualification in relevant subject.
  - Member of CLD Standards Council Scotland.

#### 5. EXPERIENCE

- Essential:**
- Experience of working within a local community with a Community Learning and Development approach.
  - Experience of working in partnership with other agencies.
  - Experience in Community Development, Youth Work and Adult Learning.
- Desirable:**
- Experience of managing staff.
  - Experience of using Community Learning and Development methods of planning and evaluation (e.g. LEAP).
  - Experience in community profiling and needs analysis.

#### 6. KNOWLEDGE AND SKILLS

- Essential:**
- Ability to work on own initiative and as part of a team.
  - Flexible and adaptive approach.
  - Excellent organisational skills, ability to prioritise work load and meet deadlines.
  - Excellent interpersonal skills, and oral and written communication skills.
  - Empathetic approach to working with communities.
  - Ability to work collaboratively with a wide range of internal and external stakeholders.
  - Confident in the use of Microsoft Office applications, internet searches, using social media and online planning, learning and communication tools.
  - Ability to deal with confidential and sensitive matters.
  - Understanding of national policy on Community Learning and Development.
  - Ability to influence, persuade in a professional context.
  - Ability to travel throughout Aberdeenshire
- Desirable:**
- Ability to successfully secure external funding.
  - **Current driving licence.**

7. ADDITIONAL REQUIREMENTS	
Driving Compliance	Not applicable to this post
Politically Restricted	Not applicable to this post
Work Smart	This position is designated as a 'Flexible post as detailed on the Worksmart website - <a href="http://worksmart.aberdeenshire.gov.uk/">http://worksmart.aberdeenshire.gov.uk/</a>

AGREED