



JOB DESCRIPTION - NEIGHBOURHOOD SERVICES

IDENTIFICATION

Post Title:	Macmillan Ardler Hub Development Worker	Post Ref:
Section:	Housing and Communities	Grade: 8
Responsible to:	Communities Officer	
Responsible for:	Part time staff and Volunteers	

JOB PURPOSE

To co-ordinate the development and general running of the Macmillan Ardler Hub as a space for the local community and with a focus on people with, and affected by, cancer. To co-ordinate a programme of activities around a community cafe, recruit and manage volunteers and staff to help build confidence and resilience and create social opportunities for those on or coming through their cancer journey and the wider community.

PRINCIPAL WORKING CONTACTS

Macmillan Ardler Hub Oversight Group
Dundee's Improving Cancer Journey Team
DCC Communities Officer
DCC Employability Hub Co-ordinator
Macmillan team

MAIN DUTIES

- 1 Undertake regular community engagement to identify needs and suitable developments.
- 2 Work with partner organisations, funders and volunteers to develop and sustain activities.
- 3 Develop and support appropriate activities and programmes to operate alongside the community café and other local activities and services.
- 4 Develop the sustainability of the hub through a social enterprise model.
- 5 Work with partner organisations to augment the opening hours in the café.
- 6 Attend events, meetings and networks as required to further the aims of the project.
- 7 Recruit and support volunteers to participate in the running of the hub.
- 8 Line Manage Staff and Volunteers.
- 9 Organise relevant training in accordance with Macmillan volunteer standards and rota system for staff and volunteers.
- 10 Work in partnership with services and organisations to develop rota system for attendance at the Macmillan Ardler Hub.
- 11 Undertake risk assessment for community café and participating volunteers and services.
- 12 Oversee and assist with community café as required.

- 13 Be responsible for cash handling, petty cash and balance of income/expenditure.
- 14 Provide a friendly, respectful and non-judgemental service to members of the public attending the hub.
- 15 Promote the ethos of Macmillan Cancer Care.
- 16 Work alongside the Community Regeneration team to make links within the community.
- 17 Work alongside, and report to, the Macmillan Ardler Hub Oversight Group.
- 18 Help evaluate the project by gathering feedback from community, service users and volunteers and those using the Macmillan Ardler Hub.

OTHER DUTIES

This job description is a broad picture of the post at the date of preparation. It is not an exhaustive list of all possible duties and it is recognised that jobs change and evolve over time. Consequently, this is not a contractual document and the postholder will be required to carry out any other duties to the equivalent level that are necessary to fulfil the purpose of the job.

PERSON SPECIFICATION

POST TITLE: MacMillan Ardler Hub Development Worker

DIVISION/SERVICE SECTION: Neighbourhood Services - Communities

	ESSENTIAL REQUIREMENTS	DESIRABLE REQUIREMENTS	METHOD OF ASSESSMENT
PROFESSIONAL/ EDUCATIONAL QUALIFICATIONS	CLD/community work or Health degree level qualification	Member of CLD Standards Council	Application Form
RELEVANT WORK/OTHER EXPERIENCE	<p>Experience of working in a community development setting</p> <p>Experience of Community engagement and capacity building</p> <p>Volunteer recruitment and development</p> <p>Partnership working</p>	<p>Experience of developing funding applications</p> <p>Promotion and marketing</p> <p>Monitoring and evaluation</p> <p>Experience of Working in a health and/or wellbeing setting</p> <p>Experience of social enterprise</p> <p>Experience of working in catering or retail</p>	<p>Application Form</p> <p>Interview</p> <p>References</p>
PARTICULAR SKILLS/ABILITIES	<p>Excellent communication skills</p> <p>Able to work without supervision</p> <p>IT & Social Media Skills</p> <p>Report writing</p>	Data collection and input	Interview References
PERSONAL QUALITIES	<p>Self motivated and enthusiastic</p> <p>Flexible approach</p> <p>Respectful and non-judgemental</p> <p>Commitment to ethos of MacMillan Cancer Support and CLD ethics</p>		Interview References
ANY ADDITIONAL JOB RELATED REQUIREMENTS	<p>Able to work evenings and weekends as required</p> <p>Basic Disclosure Scotland check</p>		Interview