

Recruitment Pack



EAST RENFREWSHIRE COUNCIL

COMMUNITY WORKER

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EXTERNAL

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Advertisement

Job Description

Person Specification

This Recruitment Pack should contain all the information you require to complete your application.



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DEPARTMENT:	Business Operations & Partnership
JOB TITLE:	Community Worker
JOB STATUS:	Full Time
DURATION:	1 Permanent, 1 Fixed Term until 30 June 2027 and 4 Casual
NUMBER OF VACANCIES:	6
GRADE:	9
HOURLY RATE:	£21.56 - £23.95
ANNUAL SALARY:	£39,344 - £43,706
HOURS PER WEEK:	Permanent and Fixed Term – 35 hours Casual – 0 hours (as and when required) *casual employees will be paid on the first point of the grade 9 salary scale
LOCATION:	Eastwood HQ, Giffnock

East Renfrewshire Council's Community Learning and Development service is data-driven, people-centred and outcome focused.

In order to deliver improved outcomes for young people and close the attainment gap we are seeking to recruit a highly motivated, skilled and enthusiastic Community Worker.

You will be professionally qualified in Community Learning and Development and have a proven track record of working with young people in a wide range of settings. This post will require both evening and weekend work to meet the needs of the project.



The successful candidate will be skilled at evidencing the impact participation in CLD programmes has on the young people we work with.

This post is considered Regulated Work with Children and Protected Adults, under the Protection of Vulnerable Groups (Scotland) Act 2007. It is an offence therefore to apply if you are barred from working with children and protected adults. In addition to this, if you have lived or worked in any country outside the UK in the past 10 years, there may be a requirement for an overseas police check.

For details of our employment policies and terms and conditions, please visit our Council Careers page <https://eastrenfrewshire.gov.uk/careers>

East Renfrewshire Council has launched a new 15-year Community Planning Partnership vision called 'A Place to Grow'. Please follow this link <https://eastrenfrewshire.gov.uk/placetogrow> to watch a video and read our full plan which sets out our shared hopes and aspirations between now and 2040 so that East Renfrewshire is a place where everyone can flourish, thrive and grow.

Please note – all applicants will be asked to provide proof of their right to work in the UK, and any offer of employment will be conditional upon verifying documentary evidence before employment commences. Further information can be found here: <https://www.gov.uk/prove-right-to-work>

Please note - East Renfrewshire Council does not provide Visa sponsorship.

References – during your application form completion you must provide details of a minimum of 2 referees, 1 of which should be your most recent or current employer. It is also a requirement that the referees are your previous/current managers and are not the details of work colleagues operating at the same level as you or personal referees. Please note only work email addresses for referees will be accepted. Please contact hrdirect@eastrenfrewshire.gov.uk with any questions.

Pension Scheme

Employees with a contract of employment for 3 months or more are automatically included in our Local Government Pension Scheme which is a career average scheme. Pension contribution rates are based on a tiered system determined by your annual full time equivalent pensionable pay. Further details can be found in the attached document General Information for Applicants or via the Strathclyde Pension Fund website [Local Government Pension Scheme \(LGPS\) Guidance](#)



Recruitment Dates

Closing date for applications: midnight on Sunday 17 May 2026

Shortleat date: 19 May 2026

Interview date: 27 May 2026

If you would like an informal discussion about the post, please contact Emma Ball, CLD Lead (Operations), on 07887725475 (No agencies please).

Recruitment Communication

As you are applying for this post on-line you will receive an automatic e-mail receipt once you have submitted your form.

You should also note that all communication will be sent electronically to the email address you provide on your form. This can include the following:

- Email notification advising of outcome of shortlisting
- Invite to interview email
- Conditional offer email
- Full employment contract

Given the nature of the above correspondence you should ensure that the email address you provide is secure and relevant (i.e. not public or work related if possible)

Payslips

The council provides electronic payslips online through our employee self-service portal. Successful applicants will be provided with a login to the self-service portal to access their payslip.

Guaranteed Interview Scheme

Disability Confident

If a disabled applicant can clearly show in their application that they meet the essential criteria for the job (as shown in the person specification) they will be given the opportunity to demonstrate their abilities at interview.

Care Experienced Children and Young People – Looked After Children



For Local Government roles, if an applicant clearly shows in their application that they meet the essential criteria for the job (as shown in the person specification) and they have either been in the care of their local authority i.e. been in foster care or in residential care etc. and they are under the age of 29 years old they will be given the opportunity to demonstrate their abilities at interview.

Veterans

For Local Government roles, if an applicant clearly shows in their application that they meet the essential criteria for the job (as shown in the person specification) and can demonstrate in their work history they are a Veteran of the armed forces who has left or is leaving service then applicants will be given the opportunity to demonstrate their abilities at interview.

Trainee Roles or Modern Apprentices

For modern apprentices or traineeship roles where the applicant is an East Renfrewshire Council resident or school leaver, they will be guaranteed interview if the applicant clearly shows in their application that they meet the essential criteria for the job.



Equalities

East Renfrewshire Council is committed to encouraging equality, diversity and inclusion among our workforce, and eliminating unlawful discrimination.

Our aim is for our workforce to be truly representative of all sections of society and our customers, and for each employee to feel respected and able to give their best.

We offer a range of family friendly, inclusive employment policies, and employee benefits to support staff from different backgrounds.

East Renfrewshire Council has committed to implement the key recommendations of the Scottish Parliament's Equalities and Human Rights Committee's Race Equality, Employment and Skills: Making Progress report.

Application Guidance

For help on completing East Renfrewshire Council's Local Government application form, we have provided guidance on our Careers webpage under the Applying to Work for Us section which can be found here

- <https://www.eastrenfrewshire.gov.uk/careers>

Please fill out the application using your own words, based on your own experiences. We ask that candidates do not use AI tools to complete recruitment application forms. We value authenticity and are genuinely interested in reading candidates personally written applications. If it looks like your application was created using AI, we may not be able to consider it unless you've told us in advance and we've agreed this as part of a reasonable adjustment.

Privacy Notice

If you would like more information about how we handle your data please read our Privacy Notice which can be found here:

<https://www.eastrenfrewshire.gov.uk/hr-privacy-notice>



JOB DESCRIPTION



Department:	Corporate and Community Services
Division/Section:	Strategic Insight and Communities/Community Learning and Development
Job Title:	Community Worker
Responsible to:	CLD Lead (Operations)
Grade:	Grade 9
Date Revised:	July 2019
Principal Functions:	To proactively engage with young people to facilitate their personal, social, emotional and educational development enabling them to gain skills and relevant accreditation.
Main Duties:	To provide a range of CLD programmes and activities for young people in East Renfrewshire. To develop and deliver learning opportunities for young people where they can gain the skills and confidence required to make positive informed choices about their future. To support and deliver wider and relevant accreditation opportunities for young people with a particular focus on increasing accreditation for those in SIMD1-6. To plan, deliver, review and evaluate the impact of all work undertaken with young people in accordance with CLD Quality Assurance Framework. To participate in staff meetings and training events as deemed appropriate by line-management. To ensure adherence to all policies and procedures of East Renfrewshire Council.



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PERSON SPECIFICATION

POST OF:	COMMUNITY WORKER	DEPARTMENT:	CORPORATE & COMMUNITY SERVICES	
GRADE:	9	SERVICE:	COMMUNITY LEARNING & DEVELOPMENT	
ATTRIBUTES		ESSENTIAL (✓)	DESIRABLE (✓)	METHOD OF ASSESSMENT
PROFESSIONAL/ EDUCATIONAL QUALIFICATIONS				
Diploma/degree) in Community Learning and Development		✓		Application Form
RELEVANT WORK/ OTHER EXPERIENCE				
Experience of youth work.		✓		Application Form/Interview
Experience of working with young people within a CLD context.			✓	
Experience of working with disadvantaged young people.		✓		
Experience of engaging with young people in a range of building-based and detached /outreach settings.		✓		
Knowledge and experience of delivering a range of accredited awards.			✓	
Practical experience of safeguarding and child protection.			✓	

Experience of supporting young people into employment, education or training.		√	
Experience of working collaboratively with partners	√		
Awareness of the national policy context around Community Learning & Development and Youth Work.	√		
SKILLS AND ABILITIES			
Experience of programme development and delivery.	√		
Experience of sessional staff and volunteer support, supervision and development.		√	Application Form/Interview
Effective use of monitoring and evaluation systems	√		
Computer literate, with good knowledge of Microsoft Office particularly Word, Excel.		√	
Experience of using social media platforms to engage with young people		√	
PERSONAL QUALITIES			
Strong interpersonal and negotiation skills	√		
Ability to demonstrate innovative approaches which inspire and motivate young people	√		Application Form/Interview
Ability to engage with and build trusting relationships and work in to achieve positive outcomes.	√		

Ability to work on own initiative as well as part of a team			
ADDITIONAL JOB REQUIREMENTS Ability to work out with normal business hours, weekly evening and weekend work will be required.	√		



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