



Improving equality, wellbeing & independence

LMCP Care Link

Charity Registration No. – 1128362 / Company Registration No. - 6729806

Website: <https://LMCP.co.uk> / Tel: 0161 226 4632 / Email: info@LMCP.co.uk

JOB DESCRIPTION

Job Title:	Community Outreach / Development Worker
Salary:	£24,479 per annum pro rata
Hours:	2.5 days per week (17.5 hours per week), requirement of flexibility for the needs of the service
Period of Contract:	FIXED TERM till end of March 2029
Location:	LMCP Offices
Responsible to:	Line Manager

Background:

LMCP is a registered charity. We provide early intervention and prevention services to people from South Asian communities.

Our vision - improve equality, wellbeing and independence

Our mission - work at grassroots and strategic levels to promote equalities, maximise learning and research to improve wellbeing and independence

This is reflected in our values - Integrity; Excellence; Respect; Dignity; Innovation

Working with individuals, families and communities we enable people to make decisions and empower them to exert control in their lives

Main purpose of the role

We are looking for a self-motivated, committed individual to help deliver community-based support to improve equity, wellbeing and independence of those we support. The role involves working directly with individuals, groups, and professionals and providers and will include providing information and advice, and developing and delivering community support through a variety of engagement and peer activities.

Main duties:

1. Proactively locate potential service users from South Asian communities
2. Provide one-to-one and group support

3. Identify and respond to needs of individuals, provide practical and emotional support and signpost / refer to other services, as appropriate
4. Co-produce and facilitate activities (awareness sessions and workshops) that promote health and wellbeing, independence, build resilience, reduce social isolation and inequalities
5. Support the recruitment and development of volunteers, peer mentors and community champions
6. Deliver learning opportunities that build community capacity
7. Promote LMCP's services through outreach, social media, events and local networks
8. Work collaboratively with voluntary, community, faith and statutory partners to improve equity, availability and access to support and services
9. Represent LMCP at meetings and contribute to partnerships
10. Support colleagues and volunteers to achieve shared aims and uphold organisational values
11. Undertake any other tasks related to LMCP's work that may from time to time be reasonably required
12. Monitoring and reporting – keep clear records of all work undertaken and outcomes achieved; support monitoring and evaluation of service by collecting feedback, producing stats and case studies and contributing to monitoring meetings; contribute to reports for funders, trustees and partners

Person Specification

Criteria	Essential	Desirable	Assessed
Qualification and training	<ul style="list-style-type: none"> • Maths and English GCSE at grades C or above (or equivalent qualification) 	<ul style="list-style-type: none"> • Evidence of continuous professional development. Qualification in community development • Educated to degree level, qualification in provision of Information and Advice or relevant experience 	<ul style="list-style-type: none"> • Application
Knowledge and Experience	<ul style="list-style-type: none"> • Experience of providing information and advice on welfare benefits, social and health care, housing etc. to people from South Asian communities • Experience of co-producing and delivering group activities, peer-led activities or training • Experience of working with community groups and community leaders • Experience of supporting others to improve or maintain their quality of life 	<ul style="list-style-type: none"> • One year's experience of directly working, paid or unpaid, with VCSE organisations • Experience of working with a range of health and social care professionals • Knowledge of Manchester partner organisations and services across the VCSE and statutory sectors 	<ul style="list-style-type: none"> • Application interview

	<ul style="list-style-type: none"> • Experience of recruiting and supporting volunteers • Experience of report writing and record keeping • Understanding of the ethos of the voluntary and community sector • Understanding of Adult Safeguarding policies • An understanding of the issues facing South Asian communities and their support needs and access /barriers to services 		
Skills and abilities	<ul style="list-style-type: none"> • Excellent verbal, listening and written communication skills • Ability to manage own workload • Proven teamwork skills as well as ability to work on one's own • Experience of outcomes monitoring • Ability to speak Urdu/Hindi/Punjabi • Ability to assess service user needs holistically • Ability to produce support /action plans • Ability to keep accurate records of work undertaken and producing reports to an acceptable standard in a short space of time • Strong attention to detail and highly organised approach to work • Advocacy skills • IT literate including proficiency across Microsoft Office • Excellent time management skills 	<ul style="list-style-type: none"> • Ability to gather new and complex information and to present this verbally and in writing in a clear and understandable form • Experience of producing publicity material • Ability to publicise the work of LMCP through a range of channels 	<ul style="list-style-type: none"> • Application / interview
Attitudes and values	<ul style="list-style-type: none"> • Committed to the values of LMCP • A flexible & positive work ethic • A commitment to learning and development • Evidence of being a confident, self-starter and ability to work under minimum supervision 	<ul style="list-style-type: none"> • Understanding of support, advice & guidance 	<ul style="list-style-type: none"> • Application/ interview

	<ul style="list-style-type: none"> • Commitment to working in partnership with colleagues and other professionals • Demonstrable commitment to high professional and quality standards • Ability to travel independently throughout the areas where services are being delivered 		
Others	<ul style="list-style-type: none"> • Flexible approach to working hours to meet the needs of the service. 	<ul style="list-style-type: none"> • Full UK Driver's License plus access to a vehicle 	<ul style="list-style-type: none"> • Application/ interview

Safer recruitment:

All gaps in employment history must be explained

References will be requested and followed up prior to appointment

The successful candidate will be required to undertake an enhanced DBS check

Proof of identity and right to work in the UK will be required