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**Job Description**

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| **Job Title:** | **Development Worker (Part-time)** |
| Responsible to: | CEO or Nominated Representative |
| Salary: | £20,685 |
| Hours of work: | 30 hours per week |
| Place of work: | Charity office based in Manchester, with off-site agency visits and outreach activities all over Manchester and Salford |
| Contract: | Permanent |
| Company benefits: | Pension scheme, Healthcare scheme, 22 days annual leave, pro rata, plus bank holidays and additional discretionary reward days between Christmas and New Year |

**About us**

Wood Street Mission is a children’s charity helping children and families impacted by poverty in Manchester and Salford.

We provide practical help to help meet children’s day-to-day needs and improve their life chances. We give clothes, bedding and baby equipment to struggling families, along with toys and books which are important for children’s wellbeing and development.

We support engagement in education by helping families with the costs of school uniform and run Book Roadshow events in schools to promote reading and improve children’s literacy. We also offer Childhood Experience events to broaden their horizons. We work to raise awareness about child poverty and help thousands of children and their families every year.

 **Purpose of post**

To support the development and improvement of referrer relationships, to organise Book Events and Childhood Experiences, and to support Family Basics from time to time.

**Main duties and responsibilities** **1**; Referrer Development tasks include;

1. Review existing contacts, agency links and referral demographics and focus on increasing attendance from poorly represented groups/areas as highlighted in Strategic and Targeting Plans.
2. Using a mixture of letters, emails, phone calls and visits, work on reinstating potentially useful dormant relationships
3. Using the same media as above, develop new referrer relationships
4. Improve referrers’ understanding of our work areas and referral processes to increase appropriateness of referrals
5. Attend multi-agency meetings and represent Wood Street Mission
6. Maintain good records and make prompt updates to Views database and Beacon CRM.
7. Report back quarterly and at the end of the year

**Main duties and responsibilities 2**; Book Clubs and Childhood Experiences tasks include;

1. Organise a schedule of Book Roadshows and Childhood Experiences for the year ahead, including finding opportunities, engaging organisations, assembling single/multiple event partnerships, costing, risk assessing and managing resources.
2. Run events with the support of partners and WSM colleagues, staying to agreed budgets.
3. Keep accurate records of all events and report back quarterly and at the end of the year

**Main Duties and responsibilities 3;** Project Worker tasks

1. Assist with Family Basics signing in, checking ID’s and monitoring referral recommendations, signposting requests, laptop draw entries and bike requests.
2. Assist with other seasonal projects e.g. Christmas or SmartStart, as requested
3. Support the work of volunteers, and assist in their training as directed by your Manager.

**Other areas and general work duties:**

1. Attend and participate constructively in team meetings, supervision and appraisal
2. Implement Wood Street Mission policies and guidelines as set out in the Staff Handbook
3. To undertake training as agreed with your manager
4. Work flexibly and undertake such other work appropriate to the post as may be assigned by your Manager

**Personal Specification**

**Experience:**

* Experience of organising programmes and events
* Experience of working in multi-agency settings
* Experience of recording data and producing reports
* Experience of working with yearly plans and targets
* Experience of working directly with families is desirable

**Knowledge, Skills and Abilities:**

* A genuine interest in the issues of child poverty and an understanding of Wood Street Mission’s aims to tackle these issues
* Self-motivated and able to sustain work in a variety of diverse agencies and in numerous off-site settings
* Able to work independently and represent Wood Streets values, yearly plans and targets
* Good organisation skills in planning yearly programmes, and setting up and running events with colleagues and other agencies.
* Good interpersonal skills
* Able to communicate at all levels verbally and in writing
* Able to keep clear and accurate records and produce quarterly data and end of year reports
* A good understanding of support agencies and an ability to function well in multi-disciplinary meetings, listening to other agencies views and presenting our own position, with a view to looking for good potential partnerships.
* Able to work with directly with families, when workload permits
* A good attention to detail
* Able to treat families, donors, staff and volunteers with respect, dignity and in a confidential manner
* Able to work well within a team
* Work alongside and support volunteers as required.
* An ability to work well under pressure and prioritise effectively

**In addition, the following are required for this role:**

* Willingness to adhere to the aims of Wood Street Mission and follow all policies and guidelines
* Able to follow directions and work on own initiative

**Interviews Tuesday 27th August**

MG 29/7/24