

## JOB DESCRIPTION

### The Bridge Collective CIC: **Community Development Worker - Volunteering**

The Bridge Collective as a whole relies on funding from Devon County Council, agreed on an annual basis. A contract will be guaranteed until the end of the financial year subject to review.

Base/Location: King Street, Exeter

Responsible for: developing the use of volunteering as a vehicle for our Bridge Collective mission:

*To be a company whose members are creating: A democratic community where people who have experiences, beliefs, and feelings that have sometimes been labelled as mental illness are welcomed and can talk about these experiences freely, safely and without judgement; a place to participate in friendship, support, learning, teaching, discussion, being active, and making a valid contribution both within the collective and the wider community.*

Accountable to: The Bridge Collective monthly Community Meeting.

The Bridge Collective delegates responsibility and allocates work to employees through discussion and agreement at the monthly community meeting open to all. Employees are part of the collective and have an equal part in the process of agreeing work to be done. Understanding of and commitment to collective working and consensus decision making is essential to this role.

Responsible for: the premises and activities on the premises.

The Bridge Collective has no central administrator/manager. (How the Bridge Collective Works attached). Responsibility for activities on the premises is held by the key-holders. This post will require you to be a key-holder. (Keyholder Responsibilities attached).

Liaison with: existing community development team, the Bridge Collective community, local mental health services, community and volunteer projects.

### **Community development worker – volunteering**

Developing opportunities for volunteering to bring people together to build community and make things happen together. Developing opportunities for peer-led volunteer work. We will be looking for someone with proven experience in facilitation, team building, volunteer coordination and in sharing their enthusiasm for volunteering in community projects.

**The Community development worker – volunteering** role will include:  
Planning, attending and coordinating, groups, meetings, events and training.  
Co-facilitating collective development of peer-led volunteering.  
One to one conversations with prospective volunteers.  
Self reflection, independent working, and self-starting.  
Contributing to Bridge Collective events in the wider community.  
Utilising volunteering input and activities to help collective processes.  
Project administration, equipment maintenance, health and safety, safeguarding and diversity awareness. Take part in annual evaluation of work for use in planning, for our funders, and to help with future funding bids. Contribute a report towards our annual report. Develop sustainable plans to carry volunteering at the Bridge into the future.  
Being part of a mutually supportive part-time Community Development Team within the Bridge Collective.

**The Community Development Worker - volunteering** will be expected to attend the following meetings in proportion to their hours and the needs of their work. Currently the following is in place at the Bridge: bi-monthly group supervision for facilitators (facilitated by an external facilitator), quarterly Open Reflection sessions (facilitated by an external facilitator) for the Bridge Community to review, reflect and plan, monthly Community Meetings – these are the overall decision-making meetings at the Bridge and all participants in the collective are invited to contribute, monthly employee team meetings for the Community Development Workers to work out the practicalities of working together as a part-time team, sharing of workload, mutual support and information.

Hours: 8 hours per week. On Tuesday afternoons and variable weekday hours. Community meetings are currently 1-3 pm on the second Thursday of the month. Employee team meetings: currently 10.30am-12 midday on the first Wednesday of the month. Supervision: bimonthly 1-3pm on the first Wednesday of the month. Other meetings, training and events occur on different days. Essential training will take place on variable days in October.

Pay: £10.30 per hour

Holidays: 7 weeks pro rata

Enhanced DBS (Disclosure and Barring Service) check will be required.