

**Grand Junction Community Project Worker (part-time)**

<b>Job title:</b>	<b>Grand Junction Community Project Worker</b>
<b>Responsible to:</b>	<b>Heritage, Volunteer, and Learning Manager</b>
<b>Location:</b>	<b>Grand Junction, St Mary Magdalene's Church, London W2 5TF</b>
<b>Hours:</b>	<b>Part-time (3 days or 21 hours per week)</b>
<b>Salary:</b>	<b>£24,000</b>
<b>Annual leave:</b>	<b>25 days per year pro rata (option of term time only working may be discussed)</b>
<b>Duration:</b>	<b>Fixed term contract for 3 years (with the possibility of extension).</b>

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**Background**

We are looking for a friendly, organised and committed person to join the busy team at Grand Junction at St Mary Magdalene's. We need someone with a passion for working with communities and people to support the delivery of our programme of adult classes (focused on arts and wellbeing) and volunteering.

This is a role in which someone with talent and enthusiasm for working with communities can grow and learn. As such, there will be support provided through training and supervision to develop within this role. We are interested in hearing from people who have relevant skills and qualities gained from work, volunteering, or lived experience, or a mixture of all of these.

Grand Junction runs a busy weekly programme of arts, heritage, and wellbeing activities from our amazing Grade 1 listed building. We work with a committed team of volunteers, who support the delivery in a number of ways. Many of those giving time as volunteers and taking part in activities are from the local community.

The Community Project Worker will be central in supporting in the delivery of the classes, as well as supporting individual learners, including those with complex health needs, to attend. They will also work with the Heritage, Volunteer and Learning Manager to welcome volunteers and oversee the work they do at Grand Junction.

**Healthy Communities**

This post is made possible through funding from Westminster Council's Healthy Communities fund. This will support a three-year programme to engage a more diverse range of local residents with the activities at Grand Junction, including those who are not currently accessing our provision because of barriers caused by complex health needs. The aim of the programme is to provide more classes that focus on good mental and physical health, and to provide targeted support to residents to allow them to attend.

**About Paddington Development Trust**

PDT was formed in 1998 by local residents who remain at the heart of everything we do. Through a series of community-based innovations and partnerships, we have raised over £70,000,000 invested in people, local infrastructure, children and families. Our work spans across employment, health, the arts, and education. We led on the £7.5m restoration of the Grade 1 Listed St Mary Magdalene's Church, reopening in 2019 as Grand Junction.

### **About Grand Junction**

**Grand Junction at St Mary Magdalene's** is a venue for community, arts and heritage based at St Mary Magdalene Church, run by Paddington Development Trust (a non-religious organisation). We opened our doors in June 2019, and since then have been offering a bustling programme of activities for families, young people, and adults.

For more information on Grand Junction, please visit [www.grandjunction.org.uk](http://www.grandjunction.org.uk)

### **Grand Junction Community Project Worker**

The salary is **£24,000 pro rata** for **21 hours (3 days)** per week. There is an option to work term-time only on request, to be discussed at interview stage. The post holder will report to the Heritage, Volunteer, and Learning Manager.

The closing date for this post is **10am on 20 February**. If shortlisted, interviews will be held on **26 or 27 February** in-person at Grand Junction.

To apply please complete and send the application form and equality and diversity form to [recruitment@grandjunction.org.uk](mailto:recruitment@grandjunction.org.uk). **Please note that CVs will not be accepted.**

If you have any questions about the role or completing the application, we are happy to have a chat. Please email [recruitment@grandjunction.org.uk](mailto:recruitment@grandjunction.org.uk) with your questions or to arrange a time to chat. Please also let us know if you require any special arrangements to be made to enable you to apply or attend interview if shortlisted.

### **Job Description**

- Support the delivery of the adult classes at Grand Junction, including enrolling participants for classes, answering any questions they may have before coming, registering learners, and generally offering a warm welcome.
- Support the Facilities Manager to ensure spaces are set up correctly for activities, and the building can be safely and suitably used. Occasional responsibility for opening up and closing the building.
- Work with individual learners who may need additional support to attend and explore with the rest of the Grand Junction team how these barriers can be removed.
- Be proactive in the outreach to advertise the classes, attending local groups, schools, community centres, churches and mosques to tell people about what Grand Junction offers. Work with partner organisations to understand what support individual people need.
- Support the Volunteer Manager to recruit, induct, and oversee the work of volunteers at Grand Junction.

- Work with partner organisations to promote the activities and volunteering opportunities at Grand Junction and build strong working relationships with these local organisations.
- Monitor, capture, and record outputs and enter data in line with Grand Junction’s evaluation and monitoring requirements.
- Capture case studies and news and publicise to residents and stakeholders via the Grand Junction website, newsletter, and social media, including networks such as Whats App.
- Play a part in ensuring that there is equitable access to adult classes and volunteering opportunities.
- Report against budgets as required and record all petty cash expenditure.
- Undertake any other duties as required by the Heritage, Volunteer, and Learning Manager.
- When required, be willing and able to work flexibly including working occasional evenings or weekends.
- Ensure that PDT policies and procedures are followed.

This job description does not constitute a 'term and condition of employment'. It is provided only as a guide to assist the employee in the performance of their job. The Job Description is not intended to be inflexible or a finite list of tasks and may be varied from time to time after consultation/discussion with the post holder.

**Person Specification**

	Desirable	Essential
Friendly and outgoing, with a warm personality		x
Ability to take a non-judgmental and empathetic approach to supporting individuals with a variety of complex needs.		x
Good written and verbal communication skills		x
Working knowledge of IT packages (Word, Excel, Outlook)		x
Highly organised and able to manage time, prioritise and work well under pressure		x
Ability to problem solve and use initiative in a fast paced and changing environment		x
Reflective approach to work with ability to build on and learn from mistakes and feedback		x
Experience and understanding of the potential barriers to engaging diverse and deprived inner-city communities and strategies to overcome them		x
Highly motivated and passionate about supporting local communities to access learning and volunteering opportunities to improve health and wellbeing, foster good community relations, and support people back into employment.		x
Proactive learner, willing to learn new skills and approaches		x
Committed to the principles of equal opportunities and diversity		x

An understanding of how taking part in physical activity and wellbeing focused activities can improve people's mental and physical health.	x	
Knowledge and understanding of data protection, health and safety, safeguarding and boundaries or willingness to learn.	x	
Ability to speak Arabic, Bengali, Somali or another language spoken by our local communities.	x	
Basic understanding of, and ability to use, social media platforms to share news about Grand Junction's activities.	x	

**Equality and Diversity**

PDT is committed to the provision, on a fair and equitable basis, of all our services and all areas of our operations.

PDT recognises that discrimination exists and that there is a strong link between discrimination, poverty and lack of opportunity. It is PDT's committed aim to enable access to existing and emerging opportunities and to empower all people living in Paddington and to others we work with, particularly those communities and people who have been excluded from mainstream services.

PDT will not discriminate on the grounds of race, ethnic origin, nationality, religion, culture, gender, sexual orientation, disability, HIV status, age or against ex-offenders.