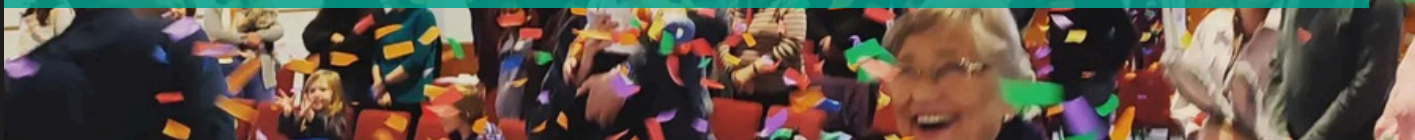


Community Development Worker



To apply, please fill in the application form available at www.stpaulsirelandwood.org/vacancies
 Deadline for applications is 3rd Jan 12pm, with interviews planned for 15th Jan.
 For an informal conversation contact - bev.monck@stpaulsirelandwood.org



Summary

- Coordinate and grow community programmes, ensuring they run smoothly, respond creatively to local needs, and foster holistic support and wellbeing.
- Build partnerships and develop volunteers, strengthening relationships across the community and empowering volunteers with training, support, and opportunities to lead.
- Sustain and evidence the impact of the work, through effective monitoring, reporting, and securing funding to enable long-term, people-centred community development.

Offer

£26k-28k (depending on experience)

Fixed Term 2 years, full time - 37.5 hours

Flexible working patterns or part time can be discussed (see page 4 for more details).

NEST pension scheme to which the church will make 3% (4% gross) contribution

We are currently unable to sponsor candidates without Right to Work in the UK. Candidates must have Right to Work in the UK to take up this role.

Purpose of the Role

The Community Development Worker will strengthen St Paul's Church as a sustainable, welcoming hub serving the people of North Leeds.

The postholder will nurture relationships, identify community needs, and develop initiatives that promote connection, wellbeing, and inclusion – reflecting the church's values of growing in discipleship, partnership, influence, number and generosity.

By connecting people, projects, and partners, the role will enable local residents to flourish and ensure the long-term sustainability of community work through collaboration, learning, and funding development.



MAIN DUTIES AND RESPONSIBILITIES

1. Coordination and Development of Community Activities

- Lead, support, or coordinate as appropriate existing community programmes, including: Warm Welcome community meals; Baby Basics (support for new parents); LS16 Uniform Exchange; Food Bank (run by Trussell Trust volunteers, supported by St Paul's)
- Oversee planning, scheduling, and communication between project teams.
- Facilitate collaboration and cross-referral between projects to provide joined-up, holistic support for local families and individuals.
- Come alongside and listen to people to explore and develop new initiatives that respond to people's needs.
- Explore and develop new initiatives that respond to community needs – for example, social activities, café spaces, or skill-building opportunities that foster connection and wellbeing.
- Support the development of a mentoring and coaching approach to help people build confidence, access guidance (e.g. budgeting, employment support, healthy cooking), and strengthen resilience.
- Ensure that all activities align with safeguarding, equality, and inclusion standards.

2. Partnership Building and Networking

- Develop and maintain strong relationships with local agencies, schools, health providers, councillors, networks and community organisations, representing St Paul's and sharing best practice.
- Facilitate partnership projects that promote wellbeing, advice, and holistic support (e.g. social connection, debt advice, or healthy living).
- Promote awareness of community initiatives and encourage referrals between local services.

3. Volunteer Development

- Recruit, train, and support volunteers across all community activities and develop clear systems for volunteer induction, tracking, and support.
- Engage with existing and potential volunteers, listening to their ideas and needs to create opportunities for volunteers to take leadership roles and develop transferable skills.
- Deliver training sessions where needed (e.g. safeguarding, food hygiene, leadership).

4. Sustainability and Funding

- Contribute to the long-term sustainability of community work by researching and applying for appropriate grants and funding.
- Maintain accurate records, budgets, and monitoring data.
- Prepare regular progress updates and contribute to reports for funders, the PCC, and partners.

5. Monitoring, Evaluation, and Learning

- Gather evidence of community participation and outcomes.
- Evaluate the impact of projects on wellbeing, inclusion, and poverty prevention.
- Produce reports and share learning to inform future strategy and secure ongoing support.

Professional Development

The post-holder will be supported in professional development through management supervision; team meetings; courses and training as appropriate. On-going support through a work mentor is available.

Person Specification

Essential

- Empathy with the faith and mission of St Paul's Church, Ireland Wood, our vision to be a 'Growing Community, Shaped by Jesus'
- Experience coordinating community development or social action initiatives.
- Ability to build trusting relationships and work well with others.
- Leadership skills – able to motivate others, delegate, and take initiative.
- Strong communication and listening skills – able to engage people from different backgrounds with empathy and respect.
- Problem-solving ability and creativity in responding to emerging needs.
- Proven organisational skills – able to prioritise tasks, meet deadlines, and work well under pressure.
- Experience recruiting, training, or supporting volunteers.
- Experience applying for or reporting on grants.
- Competent in written communication and use of IT for monitoring and reporting.
- Commitment to safeguarding, equality, diversity, and inclusion.

Desirable

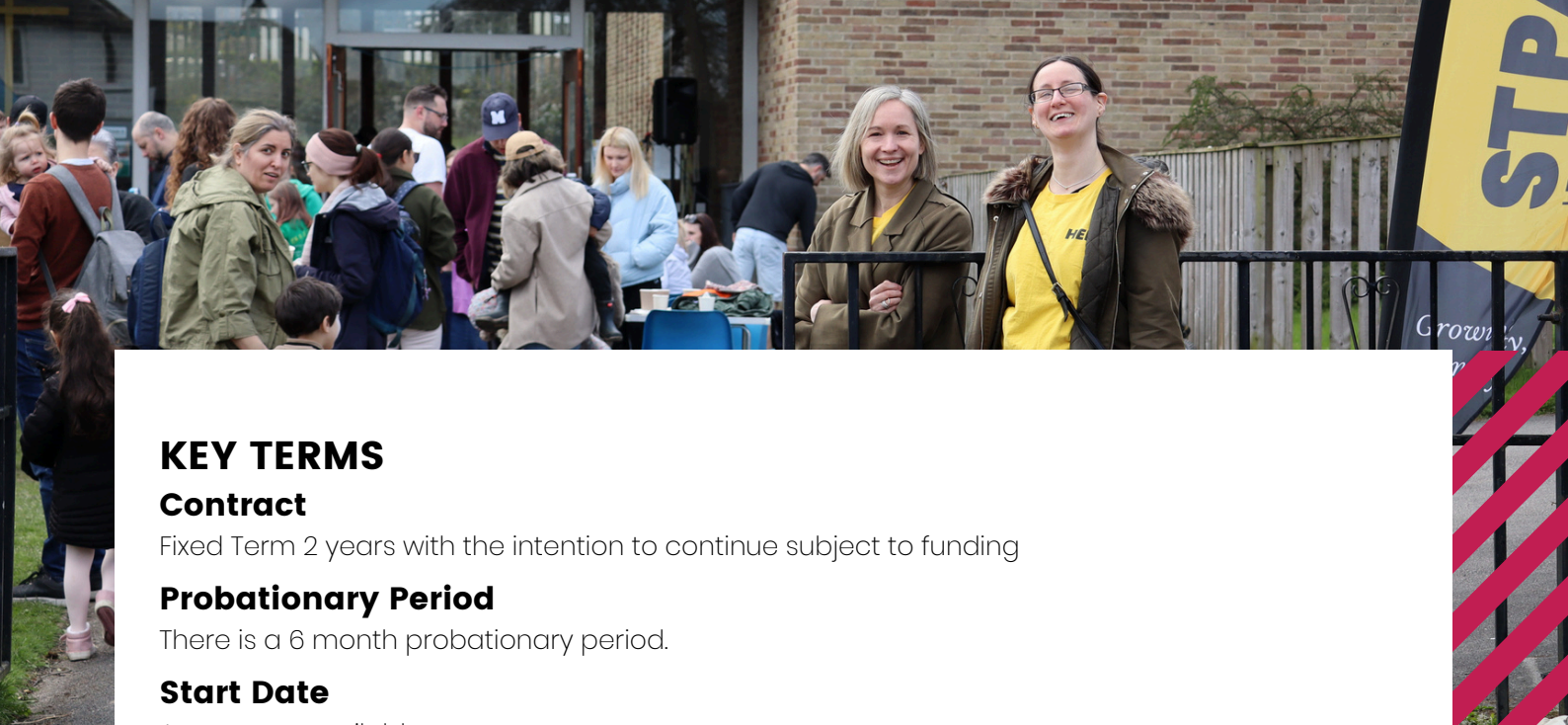
- Experience working within a church or faith-based organisation.
- Knowledge and understanding of the Ireland Wood, Tinshill, and Holt Park communities.
- Qualification or training in community development, social work, or a related field.
- Experience managing multi-agency partnerships.
- Understanding of social prescribing or preventative health initiatives.
- Evidence of effective facilitation or coaching skills.
- Ability to travel within North West Leeds.

Values and Ethos

St Paul's Church exists to be a Growing Community, Shaped by Jesus — a place where people can belong, encounter God's love, and make a positive difference in the world around them.

Our community work expresses this vision through hospitality, compassion, and service, helping individuals and families to flourish and find connection.





KEY TERMS

Contract

Fixed Term 2 years with the intention to continue subject to funding

Probationary Period

There is a 6 month probationary period.

Start Date

As soon as available.

Office

An office space will be provided within St Paul's Church with equipment including a laptop. Working from home is acceptable at certain times by agreement.

Hours and pattern of work

37.5 hours per week.

We recognise the need for flexibility, including evening and weekend work. We are open to discussions about working arrangements. The ability to manage and communicate working hours effectively is essential. For the right candidate, we are also willing to consider reduced hours, part-time options, or a job share arrangement.

Holidays

5 weeks holiday a year plus usual bank holidays.

Remuneration

£26k-£28k per annum depending on experience.

Enrolment on NEST pension scheme to which the church will make 3% (4% gross) contribution

GOR - St Paul's Church Ireland Wood is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to a satisfactory DBS check and the offer of post is subject to this requirement being fulfilled and all references and checks being satisfactory.

We are currently unable to sponsor candidates without Right to Work in the UK. Candidates must have Right to Work in the UK to take up this role.

