



NORTHAMPTONSHIRE ACRE
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We are recruiting:
2 GOOD NEIGHBOUR FIELDWORKERS
(full time 35 hours)
2 year fixed term contract

We are looking to recruit two full time community development workers for our National Lottery Community Fund Good Neighbour Schemes project. Good Neighbour Schemes are established by communities and run by local people. They provide day to day support for other residents who may have low level needs that require help on an occasional or regular basis.

The fieldworkers will be responsible for helping to set up and support Good Neighbour schemes in rural communities in North Northamptonshire as well as continuing provision of our Rural Wellbeing Service across the whole county. Applicants must have a strong community development background and good understanding of the voluntary sector. If you have experience of working with rural communities and knowledge of their issues, this would be a benefit. This is 2 year fixed term contract.

Northamptonshire ACRE is a countywide charity working alongside rural communities to help reduce rural isolation and vulnerability. We support and advise Parish Councils, community groups, village halls and shops on a wide range of topics and encourage local action and participation in decision-making through grass roots community development.

- Job Title:** Good Neighbour Fieldworker
- Salary:** £23,000 per annum
- Duration:** 2 year fixed term contract
- Hours of work :** 35 hours per week. Some evening work and weekend work may be necessary, for which time off in lieu can be taken
- Responsible to:** Chief Executive
- Based at:** Hunsbury Hill Centre, Northampton
- Holiday entitlement:** 20 days plus Bank Holidays & any current ACRE discretionary days
- Pension entitlement:** Northamptonshire ACRE will contribute 3% of qualifying salary to your pension pot. The pension provider is the People's Pension.
- Geographical Area:** County of Northamptonshire. Travel will be necessary for which appropriate expenses will be paid.

Responsibilities of Fieldworker:

1. Working with communities, help set up a further 25 Good Neighbour schemes across North Northamptonshire over the two years.
2. Publicise and promote the benefits of the schemes to rural communities including producing press releases, marketing materials and social media outputs.
3. Advise and support Parish Councils and community groups in North Northamptonshire, who are thinking of launching a Good Neighbour scheme in their community, with help on practical issues such as insurance, fund raising, marketing of services, volunteer recruitment and DBS checks.
4. Support existing Good Neighbour schemes both in North and West Northamptonshire with ongoing advice, policies, network meetings and regular bulletins.
5. As part of our Rural Wellbeing Service, visit clusters of rural communities across the county (regulations permitting) to provide an outreach service offering information and advice to older people on benefits, debt management, energy needs, home safety, social care and health support and security.
6. Develop partnerships with a wide range of voluntary, public and private organisations to help enhance the physical and mental wellbeing of residents in rural communities.
7. Provide monitoring and evaluation data on the Good Neighbours project to the Project Manager in in preparation for reporting to the National Lottery Community Fund.
8. The job description reflects the major tasks to be carried out by the post holder and identifies the level of responsibility at which they will be required to work. In the interest of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances of Northamptonshire ACRE. Such reviews, and any consequential changes, will be carried out in consultation with the post holder.

Essential

1. Able to demonstrate experience of project formation and strong involvement in community development work.
2. Knowledge and understanding of the role of the Voluntary, Community and Social Enterprise sector and community groups in community development and partnership working.
3. Demonstrate a passion to help reduce isolation especially in rural communities and to support all their residents to thrive.
4. Good communication and presentation skills at all levels with professionals, partners, individuals and groups in local communities.
5. Able to be innovative and adaptable in providing solutions for any issues that may arise when working with local communities.
6. Must be able to work alone and have the ability to prioritise own work-load.
7. Must have driving licence and access to a car.
8. Must be prepared to work flexible hours including evenings.
9. Working experience of Microsoft Office packages.

Desirable

1. Knowledge of rural issues in the county, particularly those affecting older people in rural communities
2. Awareness of the role and work of parish councils in rural areas
3. Experience of research, analysis of data and the production of reports.
4. Knowledge of Web-page design/updating
5. Use of social media platforms, particularly Facebook, Twitter and Instagram

Equal Opportunities

Northamptonshire ACRE strives to be an Equal Opportunities employer but regrets that its offices are not currently accessible to wheelchair users.

Northamptonshire ACRE operates a no-smoking policy.