

**JOB DESCRIPTION**

Job Title: Community Warden Assistant

Responsible to: Community Warden Coordinator

Summary of Post: To contribute to developing a community programme for students within the local community within the framework of the Guild's community strategy. To deliver prescribed initiatives, events and activities that promote positive relations between students and the local community.

**DUTIES & RESPONSIBILITIES:**

1. To work with the Community Warden Scheme Project Coordinator and Student Community Welfare Manager to ensure the effective delivery and implementation of the Community Warden Scheme Project.
2. To run the day to day operations of a broad range of activities and initiatives within the local community that promotes positive relations between students and the local community.
3. To support the development and planning of initiatives for the Scheme as requested by the Community Warden Coordinator
4. To develop and maintain effective working relationships with student staff, local community members and the student body.
5. To attend Community meetings as appropriate in relation to the work of the Community Warden Scheme.
6. To supervise, train and develop the Community Warden student staff team.
7. To work evenings and weekends as appropriate to ensure effective engagement with the local community events determined by the Community Warden Coordinator
8. To establish a network of contacts at local, regional and national levels as necessary.
9. To undertake appropriate training including accredited training and personal development as required for the role
10. To identify improvements and recommend these to the Community Warden Scheme Project Coordinator for consideration
11. To adhere to all Guild policy with particular reference to staffing, health & safety, environmental and any relevant Guild Policy where it may impact upon your role
12. To participate as a member of the wider Guild team

13. To support the work of the Support & Development Department and Guild, where necessary, in the event of sickness, holiday or other exceptional circumstances
14. To portray a positive image of the Guild both internally and externally, and set high standards of personal integrity and professionalism, leading by personal example
15. To undertake such other duties as may be reasonably required, consistent with the nature and grade of the post

August 2017

**PERSON SPECIFICATION – Community Warden Assistant**

You must be able to demonstrate in your application that you have;	Essential	Desirable
<b>QUALIFICATIONS</b>		
Good general education to A level, including Maths and English at least to GCSE or equivalent.	✓	
<b>KNOWLEDGE AND EXPERIENCE</b>		
Knowledge and understanding of key areas relating to community work.	✓	
Experience of successfully working within a team to deliver a project.	✓	
Experience of developing and maintaining relationships with internal and external stakeholders	✓	
Experience of engaging with students/ and or local communities.	✓	
Experience of supporting the delivery of a large scale event	✓	
An understanding of the current issues facing Higher Education students		✓
<b>SKILLS AND ABILITIES</b>		
Ability to effectively promote and support the delivery of a service	✓	
Ability to present information clearly and concisely in writing or verbally, with excellent written and spoken English	✓	
Information gathering skills, for example acquiring knowledge of relevant student issues	✓	
Ability to work using own initiative	✓	
Computer literacy - standard office software including spread sheets and keyboard skills.	✓	
Ability to communicate effectively with students or members both in one-to-ones and in groups	✓	
Ability to balance the needs of individuals and team/organisation	✓	
Ability to contribute to organisation-wide initiatives	✓	
<b>PERSONAL QUALITIES</b>		
Understanding of and a commitment to Equality of Opportunity	✓	
Team focussed approach	✓	
Self-motivated	✓	
Flexible	✓	
Committed to continuously improving service delivery	✓	
Customer focus	✓	
Results focused	✓	
Persistent & able to persuade others to meet your deadlines	✓	
Attention to detail	✓	