**STEP Dungannon**

The Junction

12 Beechvalley Way,

Dungannon, BT70 1BS

**Tel:** 028 877 50211

**Email:** info@stepni.org

**Website:** [www.stepni.org](http://www.stepni.org)

June 2025

Dear Candidate

Thank you for your interest in the role of Community Development Worker. I have enclosed the job information including the job description, personal specification, application form and equal opportunities monitoring form.

Please review this information carefully to understand the responsibilities, skills and knowledge required for this role, this will help you assess your suitability for the position.

Complete the provided application form accurately and thoroughly include all required information such as personal details, work history, education, and references. You must ensure that your completed application is submitted by email to alison.mccann@stepni.org by the closing date of **12.00 noon Tuesday 01 July 2025**. Please return the monitoring form via post to The Monitoring Officer at the address above. Please note that late applications will not be considered.

I would like to take this opportunity to wish you well in your application, we look forward to receiving it.

Yours faithfully

Alison McCann

Alison McCann

STEP

**STEP Community Development Worker**

**Job Description & Person Specification**

**Job Title:** STEP Community Development Worker

**Responsible to:** STEP Head of Advice and Support Services

**Start Date:** July 2025

**Post:** 30 hrs p/w.

**Salary:** £26,618-£27,948 pro rata (NB: this is starting salary range, the rate set will depend on experience, qualifications and training)

**Funder:** Department for Communities – Community Investment Fund

**Location:** STEP Office Dungannon

**Allowances:** Travel and subsistence expenses are paid, in accordance with STEP travel and subsistence policy, when the post holder is absent from the organisation’s premises on the organisation’s business.

**Holidays:** 36 days inclusive of stat. holidays. (10 days statutory/public holidays as identified in the STEP employee manual and annual leave of 26 working days each year) based on 37.5 hours per week contract.

**Probationary Period:** The probation period for this post is 6 months.

**Tenure:** The post is offered initially as a fixed term post until 31 March 2026. Continuity of post is dependent on successful Community Investment Programme project application.

**Closing date:** Tuesday 01 July 2025 at 12.00 noon.

**MAIN POST RESPONSIBILITIES**

To deliver the DfC funded Community Infrastructure Project within the overall STEP Community Development strategy. The postholder will be responsible for providing support to local voluntary and community organisations, that will build their capacity, skill set and increase their knowledge of the wider Mid Ulster voluntary and community sector.

This will involve:

* working with community groups to identify their needs and abilities, and to assist them with identifying measures to address their need and increase capacity of their staff and overall organisation,
* Develop networking to support the sharing of knowledge and resources effectively across the local community sector,
* Identifying opportunities for shared resources for groups, including funding and training opportunities.
* promoting and supporting community engagement in policy and planning consultations.
* encouraging independent agency in shared community action.
* Attending meetings and presenting verbal and written report on work, activities, challenges, and opportunities.
* administrative tasks underpinning the delivery of these duties.
* contributing to delivering on STEP ethos, aims and sustainable outcomes for those most disadvantaged across the whole community of Mid Ulster.

**Key Skills required for the post.**

* An understanding and interest in policies and planning that affect people living in Mid Ulster, especially the most disadvantaged.
* neighbourhoods and those least engaged or included in activities in which they might wish to engage.
* excellent written and oral communication skills, including report writing.
* High level of IT ability
* commitment, enthusiasm, and sincerity, along with patience, tact, and the ability to earn the trust of others.
* excellent listening skills and confidence in talking to people both in groups and on individual basis.
* good leadership, motivational and organisational skills including ability to work both on your own and in a team.
* A solution- focussed approach to securing meaningful outcomes for target groups.

**Essential Criteria:**

1. A minimum of two years active involvement in any community/ communities (paid or unpaid).
2. Demonstrated ability to routinely use IT to plan, record, organise, monitor, and communicate with others.
3. Evidence of a good standard of secondary education, including in English and Maths
4. A commitment to community development practice and approach in effecting social change and inclusive social cohesion
5. Full driving licence and access to independent transport for work purposes

**Desirable Criteria:**

1. A full NVQ level 3 equivalent qualification in Community development practice or a third level (University level) qualification in any discipline you can effectively demonstrate as relevant to successfully undertaking community development work.
2. An additional 2 years paid work in active community involvement.
3. Research, Policy, and Consultation experience
4. ICT qualification

**Application for Employment –**

**Community Development Worker**

|  |  |  |  |
| --- | --- | --- | --- |
| First name |  | Surname |  |
| Email address |  |
| Telephone |  | Mobile |  |
| Address and post code |  |
| Are you a UK/Irish or EU citizen? | YES [ ]  NO [ ]  | If not, do you have a permit to work in the UK? | YES [ ]  NO [ ]  |
| Have you ever been convicted of a criminal offence, other than a spent conviction under the Rehabilitation of Offenders Act 1974? | YES [ ]  NO [ ]  | If so, please give details:Date/Offence/ Penalty. |  |
| Note: A criminal conviction not relevant to the duties of the post will not exclude you from consideration/employment. Failure to disclose any conviction will. |
| Are there any cases pending against you? | YES [ ]  NO [ ]  | If so, please give details: |  |
| Is there any reason why you cannot work in regulated activity? |  |
| Do you consider yourself to have a disability relevant to the position applied for? YES / NO If so, please give details. | Yes/No | If selected for interview, do you have any particular needs to enable you to attend?  |  |
| Are you currently employed?  | Yes/No | If so, what is your notice period that you must give your employer if leaving?  |  |
| Do you hold a clear driving license? |  | With access to a car for purposes of work? |  |

**Section 1 - PERSONAL DETAILS**

**REFEREES**

Please give the names of two people who can be contacted to give references for you (e.g. line manager, tutor). References will only be sought if an offer of employment has been made.

|  |  |  |
| --- | --- | --- |
|  | Referee 1 | Referee 2 |
| Name |  |  |
| Relationship to applicant |  |  |
| Company |  |  |
| Job Title |  |  |
| Address |  |  |
| Telephone |  |  |
| Email |  |  |

**2.0 EDUCATION / SCHOOL QUALIFICATIONS**

(Full time education /vocational training between 10/11 years of age and 18/19 years of age) courses taken and successfully completed.

|  |  |  |  |
| --- | --- | --- | --- |
|  **Subject studied**  | **Duration of study**  |  **Examination Results / Certification**  |  **Date of qualification** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

 **HIGHER EDUCATION-** This applies to attendance & qualifications from University or other third level College

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Level – Degree/Diploma/ Certificate etc. studied** | **Dates****From To** | **Subject** |  **Qualification obtained** | **Year Obtained** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**Give details of any short courses or training attended within the last 3 years**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  **Course Title** |  **Content/ Purpose** | **Duration (hours)** | **Accreditation level** | **Accreditation achieved**  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**3.0 EMPLOYMENT HISTORY:** *Start with your current or most recent employment, and work backwards through your career. Please state month and year for employment e.g. (01/12/06 – 01/02/07). Also include any significant periods of unpaid work / volunteering you have undertaken*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Dates*****From To*** | **Employer and** **Location of Job** | **Position** | **Salary** | **Reason for Leaving** |
| **DD/MM/YY** | **DD/MM/YY** |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**3.1 Employment Gaps:** Please detail reasons for any gaps in employment.

|  |  |
| --- | --- |
| **Dates*****From To*** | **Detail gaps in employment.** |
| **DD/MM/YY** | **DD/MM/YY** |  |
|  |  |  |
|  |  |  |

1. **Essential Criteria – Please state how you meet the Essential Criteria.**

|  |
| --- |
| **Essential Criteria** * A minimum of two years active involvement in any community/ communities (paid or unpaid)
* Demonstrated ability to routinely use IT to plan, record, organise, monitor and communicate with others
* Evidence of a good standard of secondary education, including in English and Maths
* A commitment to community development practice and approach in effecting social change and inclusive social cohesion
* Full driving licence and access to independent transport for work purposes
 |
|  |
| **Desirable Criteria*** A full NVQ level 3 equivalent qualification in Community development practice or a third level (University level) qualification in any discipline you can effectively demonstrate as relevant to successfully undertaking community development work
* An additional 2 years paid work in active community involvement
* Research, Policy and Consultation experience
* ICT qualification
 |
|  |

**NOTES:**

Where the number of candidates meeting the essential criteria warrants further reduction before selection for interview, STEP reserves the right to select for interview, only those candidates meeting the essential criteria who, based on the desirable criteria and their overall standard of application, best meet the needs of the organisation.

STEP reserve the right to draw inference of capacity to meet the demands of the position from the standard of presentation of the application.

**Access NI Checks** - If your application is successful and you are offered employment with us you will be asked to consent to an Enhanced Disclosure check (AccessNI). This is to ensure we safeguard children, young people and vulnerable adults with whom we work. You do not have to consent to these checks being carried out but, if consent is withheld, STEP have the right to withdraw the offer of employment.

**Data Protection Statement** - The information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment. We may also use the information if there is a complaint or legal challenge relevant to this recruitment process. We may check the information collected, with third parties or with other information held by us. We may also use or pass to certain third parties information to prevent or detect crime, to protect public funds, or in other ways as permitted by law. By signing the application form, you are agreeing to the processing of sensitive personal data in accordance with our registration with the Data Protection Commissioner.

**DECLARATION**I declare that, to the best of my knowledge, the information given in my application is correct. I understand that providing misleading or false information will disqualify me from appointment or, if appointed, may result in my dismissal.

By completing this form, I understand that I give my consent under the Data Protection Act 2003 for this information to be processed in accordance with STEP policy for the purpose stated above.

I have completed this form myself. To the best of my knowledge the information given is correct. I understand that providing misleading or false information will disqualify me from selection or if appointed, may, on discovery, result in my immediate dismissal.

|  |  |  |  |
| --- | --- | --- | --- |
| Signed |  | Date |  |

Completed applications should be returned by the closing date of **12.00 noon Tuesday 01 July 2025** either byemail to alison.mccann@stepni.org or in hard copy to the Dungannon office at the address above. If you submit an electronic application, please ensure to also send hard copy with signature within 7 days of closing date. Please note that late applications will not be considered.

**Please place this form in a separate envelope and mark: EO Monitoring Form.**

**EQUAL OPPORTUNITIES FORM**
 STEP is fully committed to the active promotion of equality and diversity in its employment practices, in the work that it undertakes and in the provision of all its services. STEP treats all employees, service users and the people with whom we engage fairly, irrespective of their age, gender, sexual orientation, ethnicity, faith, disability, or impairment, including HIV status and mental health.

STEP needs to record these details which will only be used to fulfil our equal opportunities obligations and as a guide to developing inclusive recruitment strategies. The information contained in this form is completely confidential.

|  |  |
| --- | --- |
| Job Title of post applied for |  |

|  |
| --- |
| Your age range (please tick box) |
| 16 – 21 | 22 – 30 | 31 – 40 | 41 – 50 | 51 – 60 | 61 – 65 | 65+ | Not stated |
| [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Gender | Male [ ]  Female [ ]  |
| How do you identify your ethnic group? Please tick the most suitable box or complete the section below |
| White | [ ]  | Black other | [ ]  | Bangladeshi | [ ]  | Caribbean | [ ]  |
| Irish Traveller | [ ]  | White other | [ ]  | African | [ ]  | Other European | [ ]  |
| Chinese | [ ]  | Pakistani | [ ]  | Indian | [ ]  | Other (state) |  |
| Do you consider yourself to have a disability? | YES [ ]  NO [ ]  PREFER NOT TO DISCLOSE INFORMATION [ ]  |
| If ‘YES’ Please state, the nature of the disability. |  |
| If you are a UK/ Irish citizen habitually resident in N. Ireland Please state your community background |
| Protestant/ Unionist |  | Catholic/ Nationalist |  |
| Are you a person with / without dependents (either children or adults)?  |
|  With dependents |  | Without dependents |  |
| If you wish, you may disclose information about yourself in this section about your religion and sexual orientation. |
| Religion  |  | Sexual Orientation |  |
| Date form completed |  |  |  |  |  |  |

|  |  |
| --- | --- |
| Address | Monitoring Officer, STEP, the Junction, 12 Beechvalley Way, Dungannon |
| Email | pamela.mcginn@stepni.org |

**PLEASE RETURN YOUR COMPLETED FORMS TO:**