**Job Description**

**Migrant Community Development Worker** - **Swift Project**

**Salary:** £26,481 pro rata to 18.5 hours

**Hours of Work:** 18.5 hours per week  
**Location:** Knaresborough & Outreach Harrogate

**Closing Date:** 28th April 2025 - Midnight

**Interview Date:** 8th May 2025

The post is subject to a DBS check due to the nature of work

**Project Overview & Role Purpose:**

Swift will provide information, advice, guidance, and support to North Yorkshire’s migrant communities, enabling them to successfully access local services and fully engage with community life. Swift will offer advocacy and act as a first point of contact for migrant individuals in difficulty or crisis, providing a supportive presence.

Swift will also deliver community development, engagement, and support activities with migrant communities in Harrogate and Knaresborough from different nationality backgrounds. The project will promote understanding between communities, bring people together, and work to reduce tensions, facilitating a strong and united in Harrogate and Knaresborough community. Additionally, Swift will build the capacity of new and existing migrant community groups and leaders to act as representatives and advocates for their communities in both a local and wider North Yorkshire context.

**Key Work Areas and Tasks**

**Community Development**

* Work as part of a cross-county team providing support and knowledge to migrant communities to help them develop their voice, train leaders, be heard by public and voluntary sectors, and promote community cohesion.
* In partnership with local agencies, communities, and the voluntary and private sectors, develop and help deliver a programme of events and activities that promote tolerance, trust, understanding, and integration between migrant communities and the wider in Harrogate and Knaresborough community.
* Work with partners to develop opportunities for migrants to play an active role in their community and identify and support the development of community leaders and representative groups to appropriately represent migrant communities in in Harrogate and Knaresborough and act in their interests.
* Develop bespoke volunteering opportunities for migrants that utilise and value their skills, community knowledge, and contacts.
* Build and maintain trusted relationships with migrant communities and the wider in Harrogate and Knaresborough community.

**Administration**

* Use IT for case recording, statistical recording of information relating to work carried out and funding requirements, record keeping, and document production.
* Ensure that all work conforms to Chain Lane Community Hub’s systems, policies, and procedures, including GDPR and Safeguarding.
* Use IT (including social media where appropriate) for recording and transmitting information for research and promotional purposes.

**Other Duties and Responsibilities**

* Complete all required training for this job and keep your knowledge up to date.
* Attend relevant internal and external meetings as agreed with the line manager.
* Carry out any other tasks that may be within the scope of the post to ensure the effective delivery and development of the service.
* Abide by health and safety guidelines and share responsibility for your own safety and that of colleagues.
* Work as part of the multi-agency North Yorkshire Swift Team and, informally, as part of a wider network of other Migrant Community Development Workers employed by partner organisations.

**Person Specification –**Please evidence the blow in your application

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| **Criteria** | **Essential** | **Desirable** |
| **Qualities** | | |
| Self-motivated, able to work as part of a team, prioritize own workload, and possess a flexible approach to duties, hours, and location of work, including the ability to work some evenings and weekends. |  |  |
| Ability to build and maintain relationships across a wide range of demographics. |  |  |
| Passionate about integration and bringing people of different backgrounds together through inclusivity, compassion, and empathy. |  |  |
| **Knowledge and Skills** | | |
| Understanding of local and UK service provision, how to access these services, and the barriers faced by migrant communities in Harrogate and Knaresborough |  |  |
| Ability to learn and effectively carry out community development work, especially techniques designed to engage with hard-to-reach communities. |  |  |
| Problem-solving skills, including the ability to use tact and diplomacy in difficult situations. |  |  |
| Ability to effectively manage conflict within diverse settings and bring together people with opposing views. |  |  |
| Ability to represent, advocate, and act as an ambassador on local migrant issues. |  |  |
| Hold a full UK driving licence or equivalent and have access to a car for work. |  |  |
| Ability to communicate, both verbally and in writing, in a recognized language other than English, with evidence of accreditation or qualifications where possible, or a high degree of competence. |  |  |
| Experience in a paid or voluntary capacity of working in a community setting or within the principles of community development, including techniques used to engage with harder-to-reach communities. |  |  |
| **Experience** | | |
| Extensive links to various migrant and wider communities within in Harrogate and Knaresborough and surrounding areas. |  |  |
| Demonstrable experience of working (paid or volunteer) within a community setting or in the field of community development, including community event planning. |  |  |
| Experience in organizing community training events or programmes. |  |  |
| Some experience of basic project management or caseload work. |  |  |