



Govanhill Community Development Trust

Slovakian Speaking  
Community Development Worker  
(21 Hours Per week)

Fixed Term to 30<sup>th</sup> September 2021

Candidate Information Pack





Thank you for your interest in our vacant position of Slovakian Speaking Community Development Worker (21 Hours per week)

This file contains all of the information you will need to apply for the post :-

- General information regarding the Association and its subsidiary, Govanhill Community Development Trust
- Our job advert
- The Job Description and Person Specification
- A brief summary of the terms and conditions of the post
- Staff structures

The job Application Form is available as a separate Microsoft Word file which you may complete electronically.

Please note that the closing date for applications is Monday 30<sup>th</sup> November at 10 am. Interviews will take place on Thursday 10<sup>th</sup> or Friday 11<sup>th</sup> December 2020 and will be carried out via a suitable virtual platform to comply with Scottish Government guidance.

If you require further information regarding the Association, GCDT or the position advertised, please do not hesitate in contacting me direct or Morag Williamson, Corporate Services & HR Administrator on 0141 636 3626 or at [mwilliamson@govanhillha.org](mailto:mwilliamson@govanhillha.org).

Thank you.

Alison Kevan  
Head of Corporate Services & HR  
Telephone 0141 636 3625  
[akevan@govanhillha.org](mailto:akevan@govanhillha.org)

## 1. Background

- 1.1 Govanhill Housing Association was formed in 1974 and is a Registered Social Landlord which operates within a Group Structure.
- 1.2 The Association owns 2,700 tenanted units and is factor to 1,500 owners.
- 1.3 The Association has a Management Committee and has four sub committees:
  - Development
  - Housing Services
  - Finance & General Purposes
  - Audit & Risk Sub-Committee
- 1.4 The Association's and GCDT Wider-Role activities are provided via the Association's wholly owned, non-charitable subsidiary, Govanhill Community Development Trust, which also owns and manages a portfolio of commercial properties.
- 1.5 The Association and GCDT operates from our offices at Samaritan House, part of the former Royal Samaritan Hospital which was refurbished by the Association in 2006.

## 2. Staffing

- 2.1 The Association's current staffing structure involves 78 (full time equivalent) staff deployed as follows :
  - Director
  - Senior Management Team –
    - Head of Corporate Services & HR
    - Head of Development & Regeneration Services
    - Head of Finance & IT
    - Head of Housing Services
  - Development Team
  - Housing Services Team
  - Finance Team
  - Corporate Services & HR Team
  - Govanhill Community Development Trust



Govanhill Community Development Trust was established in 1991. It is a company limited by shares with all shares held by its parent, Govanhill Housing Association. The Trust has two main purposes:

**1. To provide social, economic and environmental benefits for the Govanhill community**

The Trust acts as the community regeneration, development and support arm for Govanhill Housing Association. The Trust has a wider role within the community working closely with the Association and delivers a wide range of activities. These include:

- Promoting Govanhill as a place to live, work and do business
- Supporting the development of local people's employability
- Promoting and supporting local volunteering
- Supporting local people to develop their language and literacy skills
- Family supports, including access to wider services and raising awareness of rights and entitlements
- Supporting social enterprise development
- Improving the local environment
- Community gardening and growing
- Community empowerment and engagement
- Promoting community cohesion and integration

**2. The letting and management of a significant portfolio of workspaces**

The Trust has progressively expanded its role in providing workspace and office accommodation. In doing so, the Trust has supported local economic development. We have a range of tenants including private businesses, community organisations, social enterprises, entrepreneurs and others. This role has protected a number of local buildings and provides an income that can be used to support the Trust's wider purposes.



Govanhill Community Development Trust promotes the social, economic and environmental regeneration of Govanhill. We do this through the provision of affordable workspaces locally and a programme of community development activity.

We are a wholly-owned subsidiary of Govanhill Housing Association – a community controlled Registered Social Landlord operating in the Govanhill and Merrylee areas of Glasgow. The Association owns and manages 2,700 homes and provides a Factoring Service to a further 1,500 owners. It has a substantial Development, Major Repairs and Planned Maintenance Programme and delivers wider regeneration activity in partnership with Govanhill Community Development Trust.

**ROMANIAN SPEAKING COMMUNITY  
DEVELOPMENT WORKER (5 DAYS PER WEEK,  
FIXED TERM TO END MARCH 2023)**

**&**

**SLOVAKIAN SPEAKING COMMUNITY  
DEVELOPMENT WORKER (3 DAYS PER WEEK,  
FIXED TERM TO END SEPTEMBER 2021)**

EVH GRADE 5 (Spinal points 13 – 16)  
(£24,845 - £27,612)

We are seeking a Romanian-speaking Community Development Worker and Slovakian Speaking Community Development Worker to support our work. The postholders will join an established team of Community Workers from Govanhill Community Development Trust and Govanhill Housing Association who work collectively to support the Romanian and Slovakian Roma communities in Govanhill. They will provide support for local Roma residents which includes direct assistance, signposting, raising awareness of rights/entitlements and facilitating dialogue and engagement with local services. The postholders will work directly with their Housing Association colleagues supporting tenancies, working with colleagues to provide welfare rights support or assisting families impacted by our housing acquisition and improvement programme. They will also deliver activities and events to support integration and develop local community cohesion.

To deliver this role it is essential that you are fluent in Romanian or Slovakian. Any knowledge of Romanes would be helpful. You will have experience of managing a large caseload of individuals and families with a range of needs. Experience of organising events and community engagement activities would also be beneficial. These are highly challenging but very rewarding roles where you will make a real difference to people's lives. If this sounds appealing, we'd love to hear from you! In addition to a competitive salary package we also offer a range of additional employee benefits.

If you share our commitment and would enjoy working within the diverse community of Govanhill, you can find further information in our application pack which can be obtained from our website [www.govanhillha.org](http://www.govanhillha.org) or contact:

**GOVANHILL HOUSING ASSOCIATION, 79 Coplaw Street, Glasgow G42 7JG**  
Telephone: 0141 636 3626 Email: [recruitment@govanhillha.org](mailto:recruitment@govanhillha.org)

**Closing date: Monday 30<sup>th</sup> November at 10am**

**Interview date: Thursday 10<sup>th</sup> & Friday 11<sup>th</sup> December**

**Interviews will be carried out via a suitable virtual platform to comply with current Scottish Government guidance.**

**EVH conditions of service will apply.**

*Govanhill Housing Association and its subsidiary Govanhill Community Development Trust are committed to Equal Opportunities and welcome applications from all sections of the community.*





## Job Description

|                      |   |
|----------------------|---|
| <b>Job Title</b>     | Slovakian Speaking Community Development Worker (21 Hours per week) – Fixed term to 30/9/21 |
| <b>Section</b>       | Govanhill Community Development Trust   |
| <b>Reports to</b>    | Sustainable Communities Coordinator   |
| <b>Grade</b>         | 5 - £24,845-£27,612 (pro-rata)  |
| <b>Date Reviewed</b> | November 2020   |

### 1. Main Objectives of Post

- 1.1 To provide a programme of practical support and advocacy for Govanhill's Slovakian Roma residents.
- 1.2 To maximise opportunities for local people in relation to education, employment, health, housing, language/literacy and social connections.
- 1.3 To engage with the Govanhill Slovakian Roma community to identify community development needs.
- 1.4 To develop and deliver a programme of community development activity to meet local needs.

### 2. Accountability

- 2.1 To the Sustainable Communities Coordinator on a day to day basis and ultimately through the Director to the Board of Govanhill Community Development Trust.

### 3. Principle Duties

- 3.1 To lead or support the development and delivery of projects to support and develop the local Slovakian Roma community.
- 3.2 To support the integration of Slovakian Roma individuals and families through the provision of advice advocacy work and practical support.

- 3.3 To work with partner organisations to maximise the opportunities for local people in relation to education, employment, health, housing, language/literacy and social connections.
- 3.4 To make effective use of language skills to help facilitate effective engagement between service users and colleagues within GCDT and Govanhill Housing Association's Welfare Rights, Housing and other teams as required.
- 3.5 To continually build awareness of and partnerships with local support organisations and networks to enable appropriate signposting for residents.
- 3.6 To support the organisation and delivery of community events and other engagement activities.

#### **4. Information & Confidentiality**

- 4.1 Ensuring all GCDT related elements of and responses to Complaints Subject Access requests, Environmental Information Requests and Freedom of Information requests are made in line with policy and wider legal requirements.
- 4.2 To maintain confidentiality at all times and adhere to GCDT's policies and procedures in this area at all times

#### **5. General**

- 5.1 To assist in the development of Govanhill Housing Association Newsletter articles, social media content and other publicity material as required.
- 5.2 To attend meetings of or participate local networks such as Govanhill Community Action (GoCA), Thriving Places Working Groups, South East Integration Network or Roma strategic initiatives as required.

#### **6. Other Duties**

- 6.1 Any other task as instructed by the Sustainable Communities Co-ordinator commensurate with the nature and grade of the post.

## Person Specification

|                      |  |
|----------------------|--|
| <b>Job Title</b>     | Slovakian Speaking Community Development Worker<br>(21 Hours per week) – Fixed term to 30/9/21 |
| <b>Section</b>       | Govanhill Community Development Trust  |
| <b>Reports to</b>    | Sustainable Communities Coordinator  |
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| <b>Date Reviewed</b> | November 2020  |

| 1.  | Education/Qualifications   | Essential | Desirable |
|-----|--|-----------|-----------|
| 1.1 | A housing, community development or community education qualification. |           | *         |

| 2.  | Skills, Knowledge and Experience   | Essential | Desirable |
|-----|--|-----------|-----------|
| 2.1 | Ability to speak, read and write Slovakian   | *         |           |
| 2.2 | Ability to speak Slovakian Romanes   |           | *         |
| 2.3 | Experience of working with Roma people and a demonstrable understanding of the issues facing the local Roma community        | *         |           |
| 2.4 | Experience of community development, particularly increasing engagement from all sections of the community                   | *         |           |
| 2.5 | Experience in developing partnership projects and initiatives to support community activity locally                          | *         |           |
| 2.6 | Experience in organising and delivering community events   |           | *         |
| 2.7 | Strong organisational, time management and IT skills with the ability to manage day-to-day workload with minimal supervision | *         |           |
| 2.8 | Ability to produce reports and maintain accurate records in relation to ongoing projects.                                    | *         |           |
| 2.9 | Excellent interpersonal and communication skills (written and verbal)  | *         |           |



| 3.  | Personal Characteristics   | Essential | Desirable |
|-----|--|-----------|-----------|
| 3.1 | Flexible approach to work  | *         |           |
| 3.2 | Ability to maintain confidentiality at all times and maintain records and services in order to comply with GDPR and FOI requirements | *         |           |
| 3.3 | Appreciation of community-controlled Housing Association values  | *         |           |
| 3.4 | Ability to demonstrate an understanding of equal opportunities legislation and experience of working in a diverse community          | *         |           |
| 3.5 | Appreciation of the Health & Safety issues including lone working, working with groups and organising events                         | *         |           |



## **RECRUITMENT OF SLOVAKIAN SPEAKING COMMUNITY DEVELOPMENT WORKER (FIXED TERM TO 30<sup>th</sup> SEPTEMBER MARCH 2021)**

### **SUMMARY OF PRINCIPAL TERMS AND CONDITIONS OF EMPLOYMENT**

Govanhill Community Development is a member of 'Employers in Voluntary Housing' (EVH) and the terms and conditions for this job largely follow the EVH terms. A summary of the principal areas are as follows:

#### **Salary Scale**

The current EVH salary scale for this job is Grade 5 (Spinal Points 13-16) - £24,845 - £27,612 (pro-rata).

#### **Hours of work**

This post is for 3 days (21 hours) per week and a flexi system is in operation.

#### **Holiday Leave**

25 working days holiday leave and 15 days general and public holidays (pro-rata) is available.

#### **Pension Scheme**

The Trust is a member of the Scottish Housing Associations' Defined Contribution Pension Scheme which you have the option of joining 3 months after your start date. Please note that this is currently under review.

#### **Notice Period**

One month by either party.

***This summary is for general guidance of applicants and will not form part of the contract of employment. Any offer of employment will be subject to the receipt of satisfactory references.***

# STAFF STRUCTURE



