



# Community Development Worker

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## **Villagers Connect Project – funded by Hope Keith Villagers Trust**

Salary: £26,000–£28,000 (pro rata)

Hours: 21 hours per week

Location: Home-based with regular local travel around the project area within Horsham District.

### **About the Role and Project**

This role works across the villages of Rusper, Colgate and Faygate in Horsham District. It is an opportunity to join Action in Rural Sussex (AirS) and support older people to live independently, stay connected, and enjoy a good quality of life.

The project is funded by the Hope Keith Villagers Trust and delivered by AirS. It uses an asset-based community development (ABCD) approach, focusing on strengthening local relationships, building on existing community assets, and supporting community-led solutions. The role also provides information, advice and signposting where needed.

We are looking for someone who is proactive, organised, and able to build strong relationships within communities.



## Job Description

### Role Purpose

To support older people in the villages of Colgate, Faygate and Rusper by strengthening community connections, developing local activities, and providing advice and support using an asset-based approach.

### Key Responsibilities

- Build relationships with residents, community groups and local organisations
- Identify and support community assets, activities and networks
- Encourage and support community-led initiatives
- Provide information, advice and signposting to individuals
- Support volunteers and community groups
- Work collaboratively with statutory and voluntary organisations
- Ensure community voices are reflected in services
- Maintain accurate records and reporting

### Ways of Working

- Proactive and relationship-based approach
- Work independently while contributing to a team
- Manage a varied workload effectively
- Be open to learning and new approaches
- Represent AirS professionally

### General Requirements

- Maintain confidentiality and follow safeguarding and GDPR requirements
- Attend meetings, training and organisational events
- Work some evenings and occasional weekends
- Contribute to the wider work of the organization
- Maintain accurate records and update client information using our internal systems (training will be given).



## Person Specification

### Experience – Essential

- Supporting individuals or groups with advice and signposting
- Working with community groups or organisations
- Building relationships and working with partners
- Engaging people in a range of settings
- Willingness and ability to use internal systems to record and manage information effectively (training will be given).

### Experience – Desirable

- Working in rural communities
- Working with older people or vulnerable adults
- Casework with individuals
- Organising events or activities
- Working with voluntary sector organisations

### Personal Attributes – Essential

- Ability to work independently and as part of a team
- Strong interpersonal and relationship-building skills
- Commitment to supporting older people
- Person-centred and community-led mindset
- Organised and able to manage workload
- Proactive and able to use initiative

**To apply for this role, please download and complete the application form from our [website](#) and email it to [recruitment@ruralsussex.org.uk](mailto:recruitment@ruralsussex.org.uk)**

**Application closure date: Midday, Monday 6 July 2026**

Interviews will take place w/c 12 July 2026 date and timings tbc

The interview panel will consist of: Tom Warder, CEO; Karen Laver, Head of Community Services & Jasmine Watkins, Senior Community Development Worker.

If you would like to chat informally on this role call Tom Warder on **07943 743403**