

Apprentice Community Development Worker

Salary: £13,879 (FTE £24,784)

21 hours per week

St Germain's Community Hub

Training provided by: TENDtraining

Closing Date: 21 September 2026; interview: 1 October 2026

St Germain's Community Hub is an integral part of St Germain's Church's activities. It has grown from relationships developed within our local community, many during the Covid-19 pandemic, into the use of our premises as a base for developing friendship and support to people in the local area. Current activities on the site include a community café; debt, housing and legal advice; a wide range of craft activities; various exercise groups, forest school and drumming.

St Germain's has secured an additional 3 years funding for its Community Hub from the National Lottery Fund. Included in this funding is an exciting employment opportunity for an Apprentice Community Development Worker. This opportunity particularly invites applications from individuals with lived experience of being from a minoritised group. This individual must be able to demonstrate a commitment to:

- Ensuring we are a warm, welcome inclusive space for our local community
- Supporting the continued growth and development of the current strengths of the Community Hub

We expect you to complete a **Level 3 Community Health & Wellbeing Apprenticeship**. Learning and developing will take place through the work undertaken in the Community Hub. You must also attend relevant training and courses for this role e.g. Safeguarding

You will be line managed by the Community Development Lead. Other members of the team may contribute their expertise.

This job is based at St Germain's Church, Edgbaston. This role forms part of the Church's work within its parish and applicants must be in sympathy with the aims and objectives of St Germain's parish church and the tenets of faith as expressed by the Church of England.

St Germain's is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults.. Applicants must be willing to submit to the Church's safer Recruitment procedures, which include a DBS check and the submission of references.

Apprentice Community Development Worker

Purpose: to support and assist the community development lead to manage the day-to-day running of the National Lottery Programme within St Germain's Community Hub.

This includes:

- deliver existing programmes
- Work with the CD lead and the focus group and St Germain's Steering group to explore new development opportunities
- the collection, recording and reporting of data in line with the objectives agreed with funders and St Germain's PCC
- managing the budget and maintaining financial records using Expense Plus.
- Liaise with existing organisations delivering drop-ins with the Community Hub and develop fresh connections with organisations which can support the local community.
- identify and apply for new funding opportunities
- ensure that the Community Hub maintains a welcoming, safe and inclusive space for all who access it and ensuring that Safeguarding, Health and Safety, Equality, Diversity and Inclusion policies and procedures are adhered to
- Undertake any training and development opportunities required for the job role
- Attend and report back on meetings and events attended on behalf of St Germain's Community Hub.

Applicants should be able to demonstrate the following through a combination of their application (c.v. and covering letter), the interview and references:

Essential

- Minimum of 2 years volunteering experience in a relevant community setting
- Lived experience of being a minoritised group e.g. unemployed, homeless,
- Basic Digital skills - i.e ability to use email, WhatsApp, Google Docs
- Excellent communication skills with a diverse range of people
- Awareness of safeguarding
- Awareness of data protection and confidentiality
- Awareness of EDI

Desirable

- Ability to speak Punjabi, Urdu, Arabic, Farsi or other relevant language
- Experience of working with Children and Families

Personal Qualities

- Being able to demonstrate a willingness to learn and actively develop oneself
- Reliable and consistent
- Having an open and enquiring mind demonstrated through volunteering, attendance on courses
- Creative and resourceful in approaches to problem solving
- Integrity and honesty
- Ability to be flexible and adaptable to meet changing needs and opportunities
- Able to work with a socially and culturally diverse community
- Compassionate but able to have appropriate boundaries
- Being able to work within and contribute to a small team
- An active commitment to developing own skill and knowledge

Please submit with your application the contact details of 2 people willing to give you a reference. At least one must be from an organisation where you have volunteered. Please note that references from family members are not acceptable and will not be considered.

Please apply by sending to heather@stgermains.org.uk your c.v. together with a personal statement setting out your suitability for this post. The personal statement should be no more than 2 pages.

Funded by The



National Lottery