



Health for All (Leeds) Ltd

Candidate Information

Application Pack

Community Development Worker

Welcome

Dear Applicant,

Thank you for your interest in Health for All and the post of **Community Development Worker (Ref: 303)**.

Health for All is a charity created to meet the needs of people in Leeds & Bradford and continues to respond to the changing needs of individuals and communities in Leeds and beyond. We provide a wide range of health-related activities for people unable to access mainstream services. Our services improve the quality of life for all generations.

Our mission is to enable the poorest and most vulnerable communities to overcome the challenges of health and social inequality. Our grassroots approach invests in safe, welcoming community spaces, tailored services built around communities in need, instilling confidence and equipping people with the skills to live happy, healthy lives.

Health for All's vision is health and wellbeing for all, a society free from inequality, poverty and isolation. We have supported individuals and families for over 32 years, with the clear aim of actively redressing health inequalities, tackling its root causes.

Health for all works with people of all ages, from birth to later years. We support individuals, families and children to overcome challenges, develop their skills and grow in both confidence and health through a range of projects including : giving a child the best start in life; delivering energetic enjoyable activities for children; channeling young people's idealism and energy into positive action; improving mental health through building quality relationships; providing access to volunteering; caring and connecting in times of crisis and enabling older people to retain independence and thrive.

This post will be part of the Healthy Communities Team based at Beeston Village Community Centre, working as part of the Better Together programme to reduce Health inequalities, in the Hunslet and Riverside area of Leeds. This role will offer you the opportunity to work within the local community to improve individuals' health and wellbeing. If you have the passion for making a difference and have working knowledge of the principles and practice of health promotion and community development, then this role may be right for you.

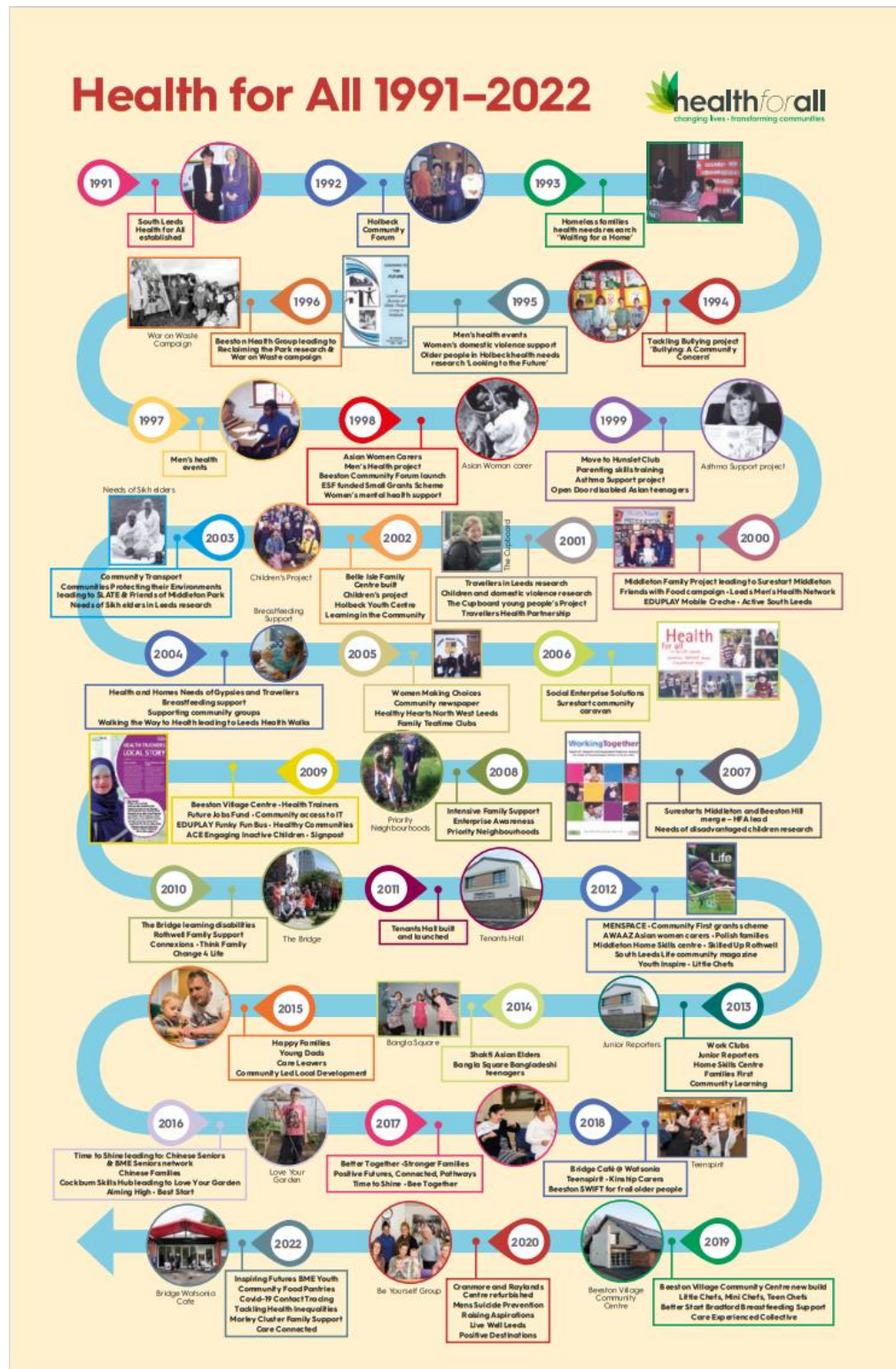
To find out more about the work of Health for All please visit our website: www.healthforall.org.uk

The closing date for applications is: **Thursday 24th July 2025 at 12 noon**. To apply for this vacancy please ensure you download the application form and ensure your application is submitted to recruitment@healthforall.org.uk before the closing date.

We hope this pack gives you an insight into Health for All and the role of Community Development Worker. Good luck with your application and we look forward to receiving it.

Kind Regards
Victoria Standish
Human Resources Manager

Health for All - Background



Health for All – About us

In 1991 south Leeds Health for All was set up with current CEO Pat McGeever appointed as a worker to engage and learn from the many diverse communities in the local area about the issues affecting their lives and, as a result, their health. This fact-finding mission led to the identification of issues and subsequent research into homelessness, a lack of support for low-income, pre-school families, isolation of older people and bullying of young people.

In 1996, Health for All became a charity and grew from our starting base in a small attic office in Beeston into our current headquarters in Tenants Hall and five additional local Community and Family centres.

Year after year, our ability to deliver more support to diverse groups has grown and now, we're proud to have facilitated the launch and success of over 70 thriving local self-help and community groups stretching across south Leeds, into areas of west, east and north Leeds, and Bradford.

It is through the support of funders we are able to continue providing vital projects and services. We are funded by grants, contracts and donations and it's only through the continued support of both existing and new funders that we can keep delivering our services. Our heartfelt thanks to our past and present funders.

Health for All improves the health and wellbeing of children, young people, adults and older people through a range of accessible, innovative services.

We have supported families for over 20 years, in the belief that children deserve the best start in life. Many parents face multiple challenges, including poverty, poor health or housing, domestic violence, disability. We use a 'whole family approach', delivering tailored support to children, young people and parents/carers. We support families and children to overcome challenges, develop their skills and grow in both confidence and health through a range of projects.

We are privileged to have worked with people with learning disabilities for over 20 years, since running a weekly confidence building and activity group in south Leeds. Our ethos is that each individual is unique and has immense potential, our role being to help them discover and develop their innate skills and talents.

To find out more about Health for All and the work we do please visit our website: **www.healthforall.org.uk**

Health for All – Applicant Letter

July 2025

Dear Applicant

Re: Community Development Worker (Ref: 303)

Thank you for showing an interest in the above post, I enclose some information to help you should you decide to apply.

Further information about Health for All, can be found on our website:
www.healthforall.org.uk

This application pack includes the following:

- Job Advert
- Job Description
- Person Specification
- Right To work information
- Recruitment of ex-offenders

Please note we do not accept CV's or additional information other than the application form.

The closing date for applications is **Thursday 24th July 2025 at 12 noon.**

All applications must be returned to recruitment@healthforall.org.uk or to Tenants Hall Enterprise Centre, Acre Close, Middleton, Leeds, LS10 4HX before the closing date and time.

Good luck in your application and we look forward to receiving it.

Victoria Standish
Human Resources Manager



Better Together
Community Development Worker
Ref: 303

Are you passionate about making a difference in people's lives?

Do you have a working knowledge of the principles and practice of health promotion and community development?

Are you ready to take on a role that impacts your community?

If so, we have the perfect opportunity for you.

We are seeking a highly motivated, enthusiastic, and dedicated Community Development Worker who is passionate about creating positive change and strengthening networks with the local community. This role is part of the Healthy Communities Team within the Better Together programme, which aims to reduce health inequalities across the Hunslet and Riverside ward of Leeds.

In this key role, the successful applicant will engage with a wide range of individuals and community groups from diverse cultural backgrounds and abilities. You will bring a strong understanding of how to support and empower vulnerable people to improve their health and wellbeing. Proven experience in community outreach and development work is essential, particularly in helping individuals and communities connect with support services and resources.

We are looking for someone who is self-motivated, organised, and able to carry out work and tasks independently. The successful candidate will be committed to continuous improvement and have a solid grasp of community development principles and empowerment practices. A flexible, can-do attitude and a strong commitment to inclusivity, participation, and community involvement are key to success in this role.

Hours: 17.5 per week (Days and hours to be discussed at interview)

Contract Type: Fixed term contract until the end of March 2027.

Base: Beeston Village Community Centre, Leeds, LS11

Salary: £12,912.90 (based on a full time equivalent of £25,825.80)

Closing Date for applications: Thursday 24th July 2025 at 12 noon

Interview Dates: Thursday 31st July 2025

We are committed to safeguarding children, young people and vulnerable adults and the successful applicant will be subject to a DBS check.

To apply for this vacancy please visit our website www.healthforall.org.uk and download the application pack, if you would like to know more about this role please contact the HR department to discuss 01132706903..

HEALTH FOR ALL (LEEDS)

**Community Development Worker
Better Together Service
Healthy Communities**

JOB DESCRIPTION

SALARY	£25,825.80 Full Time per annum £12,912.90 Actual per annum
HOURS	17.5 hrs per week
OFFICE BASE	Beeston Village Community Centre
RESPONSIBLE TO	Health for All Trustees
REPORTS TO	Healthy Communities Service Manager

MAIN PURPOSE OF POST

- To work as part of the Better Together programme to reduce health inequalities by working with and supporting the most vulnerable local people by working with Health for All community groups in the Hunslet and Riverside Ward of Leeds, supporting them to improve the health of participants.
- To improve people's health through one-to-one support, group support, attending events and signposting individuals to health campaigns.
- To set up new and support existing groups in the Hunslet and Riverside Ward, responding to unmet needs identified by the local community, which provide life and health enhancing activities, support and information.
- To identify, train and support local group leaders, who are representatives of the communities served to support the groups to access funding, upskilling their knowledge in order to manage the group to independence.
- To operate in line with Health for All values showing commitment and a positive attitude to the post and Health for All objectives.

Duties

1. To work with and support the most vulnerable local people to tackle and reduce health inequalities at grass roots level, engaging with individuals who may not have previously accessed the services.

2. To promote healthy lifestyles with individuals through a range of interventions, including 1 to 1 support, groups, events, health awareness campaigns, and signposting to other appropriate services and organisations.
3. To carry out health checks on current Health for All community groups to keep on track of funding requirements and any other group needs.
4. To provide regular outreach work in Lower Super Output Areas (LSOA) of LS10 and LS11 to strengthen the resilience of individuals and communities.
5. To identify gaps in provision across the area, support the development of small groups and to set up health and wellbeing groups in response to need and support them to become independent by providing help with small grants and other support to reduce health inequalities.
6. To support several diverse community groups, individuals, families and older people, planning weekly activities, trips, arranging facilitators, venues, speakers, refreshments and childcare/transport as required.
7. To support local community members to set up and run new groups which will improve their health and well-being, working with the Healthy Communities manager to secure funding to support these groups to independence.
8. To be responsible for completing quarterly monitoring paperwork and SWEMWBS to submit to the Better Together Administrator.
9. To monitor and record information and health outcomes for Health for All community groups.
10. To build and maintain supportive and collaborative relationships with delivery partners and other agencies referring group members as appropriate.
11. To support individuals and groups to identify aspirations and make informed choices regarding their futures, encouraging progression.
12. To organise events as appropriate to celebrate culture, achievements.
13. To assist with publicity and promotional materials ensuring they are in appropriate community languages, using pictorial imagery, ensuring publicity is accessible to all.
14. To work with the Healthy Communities manager to bring the community groups together to encourage mutual support and the exchange of information and learning.
15. To build a positive relationship with all other Health for All staff and volunteers.
16. To represent Health for All at events and meetings in a knowledgeable and professional manner at all times.

- 17.To work effectively as part of a team, working in a flexible way, ensuring cover when needed for other staff members to ensure the needs of the role are met.
- 18.To share information, knowledge and learning using initiative and showing a positive proactive attitude, seeking advice and support as and when required.
- 19.To identify own training needs in discussions with Healthy Communities Manager at regular supervisions.
- 20.To work under the GDPR guidelines to keep accurate records of work ensuring accurate and timely inputting of monitoring information.
- 21.To ensure information is dealt with in accordance with Health for All's policies ensuring that Data Protection, Health and Safety, Safeguarding and Confidentiality is followed at all times.
- 22.To undertake any other tasks required to further the aims and objectives of the Better Together service.
- 23.To undertake any further tasks required to further the aims and objectives of Health for All.

Health for All – Person Specification

	Essential	Desirable	Shown by
Qualification	Qualification/Experience in Community Development or equivalent 2 years' experience in a relevant field.	<ul style="list-style-type: none"> Degree in Community Development or related subject area. Any other qualification which demonstrates extended learning in/of working with diverse individuals and or groups. 	Application Form / Interview
Ability	<ul style="list-style-type: none"> Proven ability to recruit and engage with local communities. Ability to work with a wide range of individuals and community groups with different abilities and backgrounds. Ability to build and maintain positive relationships with beneficiaries, partner organisations and service providers. Ability to assess community needs and contribute to planning. Ability to help groups secure small grants and funding. Ability and confidence to work with people effectively and confidently. Ability to maintain own office filing systems, record keeping, submitting monitoring information. Ability to work on own initiative with minimal supervision and prioritise own workload. 	<ul style="list-style-type: none"> Ability to converse with a wide range of ethnic minority communities. Ability to deliver support in community languages. Ability to drive and have use of a car. 	Application Form / Interview

Health for All – Person Specification – Continued

	Essential	Desirable	Shown by
	<ul style="list-style-type: none"> • Ability to work well in a team. • Ability to work in a friendly and professional manner at all times. • Ability to maintain confidentiality. • Ability to work with external partners and agencies. • Ability to communicate in spoken and written English. 		Application Form / Interview
Skills	<ul style="list-style-type: none"> • Excellent organisational skills and time management. • Excellent communication, interpersonal and literacy skills. • Proven community development skills in working with community groups. • Skills in recording information, producing short reports, group and event evaluations. • Proven skills in problem solving and negotiation skills. • IT skills in Excel, Word, TEAMS and email • Strong communication and social media skills. 		Application Form / Interview
Knowledge	<ul style="list-style-type: none"> • Knowledge of building the confidence of community individuals and groups. • Knowledge of the issues that affect local communities in south Leeds. • Knowledge and understanding of community development 	<ul style="list-style-type: none"> • Knowledge of community and voluntary sector work practice. • Knowledge of south Leeds communities and geography. • Knowledge of support 	Application Form / Interview

	<p>principles and empowerment practices.</p> <ul style="list-style-type: none"> • Knowledge of supporting and assisting vulnerable people to improve their health and wellbeing. • Knowledge of cultural differences. 	services in south Leeds.	
Experience	<ul style="list-style-type: none"> • Proven experience of community development work. • Experience of working with individuals to improve their health and develop their participation in their local area. • Experience of working with people from different backgrounds, demonstrating respect for different lifestyles and views. • Experience of establishing health related groups in response to community needs. • Proven experience of working within communities to reduce health and inequalities. • Proven experience in developing small groups and leadership development. • Proven experience in delivering outreach work, connecting individuals and communities with resources and support. • Experience and confidence to use social media for outreach. • Experience of organising events and community celebrations. • Experience of setting up community groups & helping 	<ul style="list-style-type: none"> • Experience of working in the voluntary sector. 	Application Form / Interview

	<p>groups to open community bank accounts.</p> <ul style="list-style-type: none"> • Proven experience of supporting vulnerable individuals. 		
Attitudes and Personal Attributes	<ul style="list-style-type: none"> • Supportive and non-judgemental. • Commitment to working in ways which challenge discrimination. • A passion for working with and celebrating diversity. • Respect for a variety of cultures, religions & lifestyles. • Demonstrate and promote Health for All values always acting with compassion and kindness. • Commitment to self-development, training and learning new skills. • Willingness and attitude to go the extra mile to ensure people receive the support who need it. • Willingness and flexibility to attend team meetings and events including galas and festivals on normal none working days to meet the needs of the service. • Willingness to participate in supervision, training and meetings. • Willingness to work within all Health for All policies. • Willingness to be accountable to the post's Line Manager. 	<ul style="list-style-type: none"> • Car driver and access to a car for work purposes. 	Application Form / Interview

Health for All – Right to work in the UK

In order to comply with the Right to Work in the UK requirements and to confirm your eligibility to work in the UK you will be required to produce one or more of a statutory list of documents.

It is a criminal offence to employ anyone who is not entitled to live or work in the United Kingdom. Applicants can expect us to ask for proof of this at interview stage, where you will be asked to provide some original documentation to confirm that you are eligible to work within the UK.

A photocopy will be taken of the documentation before your interview and will be destroyed in the event that you are unsuccessful in your application. If you are appointed the photocopy of the document confirming your identity will be placed on your personal file.

If you are invited to interview you will need to bring with you ID to prove you are eligible to work in the UK a full list will be sent with the invite to interview letter.

The original document will be returned to you as soon as soon as it has been photocopied.

Documents to be provided to prove the right to work in the UK

List A:

1. A passport (current or expired) showing the holder is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.
2. A passport or passport card (in either case, whether current or expired) showing that the holder is an Irish citizen.
3. A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man, which has been verified as valid by the Home Office Employer Checking Service, showing that the holder has been granted unlimited leave to enter or remain under Appendix EU to the Jersey Immigration Rules, Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules.
4. A current passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
5. A current Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.
6. A birth or adoption certificate issued in the UK, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.
7. A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.
8. A certificate of registration or naturalisation as a British citizen, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.

List B Group 1:

1. A current passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question.
2. A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man, which has been verified as valid by the Home Office Employer Checking Service, showing that the holder has been granted limited leave to enter or remain under Appendix EU to the Jersey Immigration Rules, Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules.
3. A current immigration status document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.

List B Group 2:

1. A document issued by the Home Office showing that the holder has made an application for leave to enter or remain under Appendix EU to the immigration rules on or before 30 June 2021 together with a Positive Verification Notice from the Home Office Employer Checking Service.
2. A Certificate of Application (digital or non-digital) issued by the Home Office showing that the holder has made an application for leave to enter or remain under Appendix EU to the immigration rules (known as the EU Settlement Scheme), on or after 1 July 2021, together with a Positive Verification Notice from the Home Office Employer Checking Service.
3. A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man showing that the holder has made an application for leave to enter or remain under Appendix EU (J) to the Jersey Immigration Rules or Appendix EU to the immigration Rules (Bailiwick of Guernsey) Rules 2008, or Appendix EU to the Isle of Man Immigration Rules together with a Positive Verification Notice from the Home Office Employer Checking Service.
4. An Application Registration Card issued by the Home Office stating that the holder is permitted to take the employment in question, together with a Positive Verification Notice from the Home Office Employer Checking Service.
5. A Positive Verification Notice issued by the Home Office Employer Checking Service to the employer or prospective employer, which indicates that the named person may stay in the UK and is permitted to do the work in question.

Health for All – Policy statement on the recruitment of Ex-offenders

- As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), Health for All complies fully with the [code of practice](#) and undertakes to treat all applicants for positions fairly.
- Health for All undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.
- Health for All can only ask an individual to provide details of convictions and cautions that Health for All are legally entitled to know about. Where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended, and where appropriate Police Act Regulations as amended).
- Health for All can only ask an individual about convictions and cautions that are not protected.
- Health for All is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.
- Health for All actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records.
- Health for All select all candidates for interview based on their skills, qualifications and experience.
- An application for a criminal record check is only submitted to DBS once a post has been offered and accepted. For those positions where a criminal record check is identified as necessary, all application forms, job adverts and recruitment briefs will contain a statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position.
- Health for All ensures that all those in Health for All who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences.
- At interview, or in a separate discussion, Health for All ensures that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
- Health for All undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

Health for All - Application Process and safeguarding

Making an Application	Interview and Selection Process
<p>Application form</p> <p>If you wish to be considered for this post please complete the application form providing full details of your education and employment history, including any unpaid or voluntary work. Where there are gaps in your employment please state the reasons why (e.g. gap year, career break, unemployed, etc.). The person specification, provided with the details of the post, lists the essential and desirable criteria against which each application will be assessed at each stage of the Recruitment and Selection Process.</p> <p>You will note that we require details of two referees, one of which must be your current or most recent employer.</p> <p>CVs are not accepted as part of the application process.</p> <p>The use of artificial intelligence (AI) generated answers is strongly discouraged. The use of AI may affect the depth and understanding that is required, to demonstrate successful answers to skills, experience and knowledge-based questions, in our shortlisting process. Your application will be shortlisted by a panel of people against the person specification.</p> <p>Supporting information</p> <p>This section of the form is very important. It gives you an opportunity to explain why you are applying and why you are the best person for this job. Use the job description and person specification as your guide and give specific examples, where possible, to demonstrate how you match the requirements for this post. Please ensure you stick to the word count for each section. These sections will be used for the shortlisting criteria.</p>	<p>Those candidates who meet all the requirements for the post will be short listed and details of the interview programme will be confirmed in writing.</p> <p>As part of the selection process, in addition to assessing your skills and knowledge against the requirements of this role, if the role requires specific questions will be asked at interview to assess your suitability to work with children and vulnerable adults.</p> <p>Under the Disability Discrimination Act 1995 and 2005, we are legally required to consider making reasonable adjustments to ensure that disabled people are not disadvantaged in the recruitment and selection process. We are therefore committed to meeting, wherever possible, any needs you specify on the application form. Please contact us if you need to discuss this in any detail. We will consider any reasonable adjustments under the terms of the Disability Discrimination Act to enable an applicant with a disability (as defined under the act) to meet the requirements of the post.</p> <p>The closing date for applications: Thursday 24th July 2025</p>

Pre-employment checks	Policies
<p>References</p> <p>If you are offered the post we will take up references, which are listed on your application form. One of your referees must be your current or most recent employer. Two satisfactory references must be received before we confirm any offer of an appointment. The information we request will relate to salary, length of service, skills and abilities, suitability for the job, sickness and disciplinary record. We may ask for additional references if we need to.</p> <p>On receipt of references, your referees may be contacted to verify any discrepancies, anomalies or relevant issues as part of the recruitment verification process.</p> <p>DBS & Disqualification checks</p> <p>Employment at Health for All is subject to DBS check relevant to the role you have been offered. All such checks must be satisfactory before we confirm any offer of appointment.</p> <p>Under the Rehabilitation of Offenders Act 1974 (Exemption Amendment) Order 1986, there are a number of jobs where we must take account of convictions, even though they are 'spent'.</p> <p>However, spent and/or unspent convictions may not necessarily make you unsuitable for appointment. Please ensure you complete the Criminal Record Declaration Form and submit this alongside your completed application form.</p> <p>Validation of Qualifications</p> <p>If you are offered the position and dependent on the role you have been appointed to you will be asked to bring original certificates of relevant essential qualifications. These will be photocopied and kept on file.</p>	<p>Child & vulnerable adults Protection</p> <p>Health for All is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.</p> <p>Code of Conduct and Personal Behaviour</p> <p>Health for All believes that it is essential for standards of conduct at work to be maintained to ensure delivery of quality services and also to protect the well-being of all its employees and beneficiaries.</p> <p>Equal Opportunities</p> <p>We are committed to promoting best practice in our efforts to eliminate discrimination and to create an environment where everyone is treated fairly and with respect.</p>



Tenants Hall Enterprise Centre
Acre Close
Middleton
Leeds
LS10 4HX

Tel: 01132706903

Email: recruitment@healthforall.org.uk

Website: www.healthforall.org.uk

<https://www.facebook.com/HFALEEDSUK/>

<https://twitter.com/HealthforAllLds>