



**Job Title:** Poverty Truth Commission Project Worker  
**Responsible to:** Poverty Truth Commission Coordinator  
**Location:** 9 St Stephens Court, Willington, Durham DL15 0BF  
**Hours:** Between 21 and 35 hours per week (negotiable).  
**Contract:** Fixed term to March 2027  
**Salary:** £29,238 full time (pro-rated for part time)

**Durham Community Action is seeking to recruit a Project Worker to support the development of Poverty Truth Commissions for County Durham.**

### **Context**

Durham Community Action and partners (both voluntary and public sector) have been working towards the development of Poverty Truth Commissions (PTCs) for County Durham. Funding has now been secured to employ two staff to lead, coordinate and deliver the PCTs and to bring about change in the way that poverty is tackled in County Durham.

Typically, the lifecycle of a PTC is around 18 months, with the first stage of the PTC focussed on supporting the recruitment and development of the Community Commissioners, leading up to a public launch. The second stage brings Civic and Community Commissioners together to explore poverty issues and start to look at potential solutions.

The project will be supported by both an advisory group and an operational development group to assure the maintenance of the original partnership and ensure a collaborative oversight to the work.

It is envisaged that at least two County Durham PTCs will be developed during the three-year project, each with a specific geographic focus. The PTC project staff will travel regularly to the locations selected; each PTC will cover an area which may encompass two or more County Durham towns/vicinities near each other.

DCA's office base is in Willington, County Durham; we operate a hybrid model of working and expect staff to attend the offices at Willington at least 2 days a week. Given the nature of this role and the level of external engagement required to deliver the project, it is anticipated that a significant proportion of work time will be spent meeting people in their communities in locations around County Durham.

The post holder will receive support, resources and training to carry out this role from our offices, at home, and at community locations.

### **Purpose of the Job**

The Project Worker will help establish and develop the County Durham PTCs and support Community Commissioners and Civic Commissioners through the PTC process.

The PTC Project Worker will help identify, recruit, support, and nurture a group of people who have been directly affected by poverty to become Community Commissioners and to enable key issues to be identified, and articulated, and outcomes developed. They will help support

senior civic, political, and business leaders who are willing to become involved become involved as Civic Commissioners and who share the ethos of the PTC.

The PTC Project Worker will report to the PTC Project Coordinator. PTC staff are expected to fully integrate with the larger DCA team, contributing to whole team development, sharing intelligence and supporting colleagues.

**Main Responsibilities:**

Under the direction of the PTC Project Coordinator, the Project Worker will help to set up and facilitate the Poverty Truth Commissions. They will:

- Support the Project Coordinator to shape, develop and facilitate the PTCs.
- Help identify and recruit Community and Civic Commissioners.
- Provide a person-centred focus to supporting Commissioners; identifying and addressing barriers to engagement, signposting and referring to support as needed.
- Provide opportunities for Commissioners to develop skills and confidence through networking, workshops and training.
- Help to organise and facilitate PTC meetings to build relationships, share stories and provoke discussions about the best way to tackle poverty locally.
- Work with Community Commissioners to plan and organise a public launch event.
- Arrange venues, catering and refreshments for meetings.
- Ensure Commissioners are kept up to date and receive timely information about meetings and events.
- Maintain accurate and efficient systems for recording participants details and PTC activities.
- Ensure Commissioners’ expenses are reimbursed.
- Work with DCA colleagues (and other partners) across interconnected themes and engagement activity.
- Promote and champion the work of DCA and the PTC with community groups and networks.

**Additional Responsibilities:**

- Team working with colleagues in the DCA Staff group to deliver on overall objectives for DCA and contributing to development and delivery of DCA’s business priorities.
- Provision of regular reporting and monitoring information.
- To undertake such other duties as may be agreed by the Director of DCA.

**Person Specification**

<b>Knowledge, Skills and Experience</b>	
<b>Essential</b>	<b>Desirable</b>
A minimum of 2 years’ experience of community or voluntary sector work with people experiencing poverty.	Experience of working with/for Poverty Truth Commissions.
Experience of facilitating group work.	Experience of campaigning or organising to achieve change.
Strong active listening skills.	
Excellent facilitation and communication skills.	Experience of coaching/training in group situations, or one to one.

Ability to empathise with people from all backgrounds, including disadvantaged, marginalised and socially excluded groups.	Knowledge of County Durham characteristics and communities.
A good understanding of poverty, its key drivers and impact, especially in County Durham.	An understanding of the local policies and strategies and initiatives which affect poverty in County Durham.
Able to build and sustain relationships with a wide variety of people.	Experience of multi-agency working and successful relationships with key staff in statutory and voluntary sector agencies
Able to set boundaries around role and personal support	
Able to communicate well through speaking and the written word.	
Good general IT skills, including proficient use of Word, Excel and PowerPoint.	
Experience of planning and managing events.	
Excellent administrative, customer relations and organisational skills	
Ability to develop and progress the skills, knowledge and confidence of individuals and groups	
Self-motivated and able to work under own initiative.	
Understanding and practical application of equal opportunities and diversity principles.	
An understanding of safeguarding issues applied to voluntary and community organisations (adults and children).	
<b>Education</b>	
Educated to level 3 or equivalent experience	Community Development degree or related qualification.
Evidence of continuous professional development.	
<b>Other Attributes</b>	
Passion for tackling the root causes of poverty and commitment to issues of poverty and injustice.	
Willingness to work flexibly, including some evenings and weekends.	
Driving licence and use of a car for business purposes, or the ability to travel around County Durham.	