**JOB DESCRIPTION**

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| **Title** | Community Engagement Officer |
| **Salary** | **£24,150** |
| **Hours** | Full time, 37 hours per week |
| **Holidays** | 28 days per year plus statutory holidays (pro-rata for non-full-time posts) |
| **Tenure** | Permanent |
| **Responsible to** | Community Engagement Team Leader |

The purpose of this role is to support the delivery of Forum CIO’s community engagement activities, which are designed to develop closer connections between the public sector and voluntary and community sector groups and organisations. act as a link in connecting the public sector health and social care organisations and Hull’s voluntary and community sector groups, organisations, and communities.

This work will involve delivering a range of community engagement activities across the city, supported by the development of key contacts and networks within communities, ensuring that opportunities for engagement and service delivery are maximised.

**Roles and Responsibilities:**

* To contribute to the design and delivery of planned community engagement activity.
* To contribute to the production engagement plans to support agreed activity, including the development of appropriate communication materials and the production of final evaluation reports and recommendations arising from the work.
* To pro-actively identify key stakeholders and engagement partners across the city.
* To develop relationships with voluntary and community sector groups and organisations and other key stakeholders across the city.
* To identify new ways of communicating and engaging with VCSE organisations, ensuring that key messages are understood and that engagement activities are all-encompassing, bringing increased participation from community groups, organisations and their people.
* To facilitate effective communications and engagement activity across all partners in order to raise awareness and promote participation in wider programmes.
* To identify current barriers to engagement and participation and develop pro-active strategies to overcome these.
* To manage resource allocation to VCSEs and ensure that activities are designed to increase levels of engagement and participation.
* To develop strong relationships and networks with a range of stakeholders, including existing VCSE Networks and the VCSE Assembly, public sector partner, Primary Care Networks and the Humber and North Yorkshire Health and Care Partnership.
* To work alongside other members of the Forum CIO team, understanding and developing links with other Forum projects, including the voluntary and community sector infrastructure support service, the Poverty Truth Commission and the work of the Humber, Humber and North Yorkshire Health and Care Partnership.
* To signpost voluntary and community sector groups and organisations to other areas of support as and when required, and to support the development of voluntary and community sector partnerships and collaboratives to deliver the outcomes of this work.
* To promote the principles and practices of equality and social inclusion within all aspects of this work.
* To work within the policies and procedures of Forum CIO, specifically around data protection, information governance and equality, diversity and social inclusion.
* To participate in relevant training and continuing professional development activity as agreed with line management.
* To participate in and contribute to Forum CIO staff meetings, and internal organisational development events.
* To undertake any other duties commensurate with the post as may be required.
* To work flexibly, including some evenings and weekends, to meet the needs of the project.

**PERSON SPECIFICATION**

**COMMUNITY CONNECTOR**

Below is a list of key skills and attributes that are desirable for this post. We will assess how candidates meet these requirements through application forms and personal statements, and where applicable at interview.

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| **Knowledge and qualifications** |
| A good understanding of terminology use by local health and social care organisations and the issues they may face. |
| An understanding of the voluntary and community sector in Hull. |
| Knowledge of Microsoft Office systems and social media platforms |
| **Skills and experience** |
| Experience of communications and engagement with voluntary and community sector groups and organisations and communities. Evidence or understanding of different creative methods to engage communities. |
| The ability to maintain accurate and up-to-date records and experience of monitoring and project reporting. |
| Excellent IT skills including use of Microsoft Office Suite, emails and the Internet. |
| Strong written and verbal communication skills. |
| Experience of working with a wide range of stakeholders including staff teams, commissioners, members of the public and vulnerable people. |
| Experience of partnership working and developing local networks. |
| Evidence or an understanding of participatory appraisal work |
| **Personal attributes** |
| A commitment to equality and diversity and promoting inclusion. |
| Strong listening skills and the ability to motivate and support others. |
| Creativity in designing communication methods. |
| Empathy, understanding and the ability to engage with people at all levels. |
| Good decision-maker, able to gather information and respond in a measured way. |
| Self-starter, able to work both independently and as a team player. |
| The ability to manage own workload effectively and to deliver outcomes within set timescales through excellent time management skills. |