



Job Description

JOB TITLE: Community Engagement Worker	
REPORTS TO: Project Manager, Charity Secretary and Management Committee	
LOCATION: St Johns Centre	SCALE POINT: £9.30 per hours, 19 hours per week. Flexible hours available.
Fixed term contract of 1 year, dependent on future funding	
Job Purpose/Summary: <p>To recruit, induct and coach a team of volunteers to access training and support, enabling them to utilise their skills in delivering community services at St Johns Centre. To monitor and evaluate progress and development needs and tailor accordingly. To support and develop existing volunteers.</p> <p>Consult with users, the community and partners, assessing needs and gathering data and evidence. Monitor and evaluate projects and outcomes. Promote and encourage participation in projects.</p>	

Main tasks

1. To deliver an effective marketing campaign to engage volunteers, including the use of social media, FYI, volunteer recruitment platforms, Volunteer Bureau, PAVO, partnership working and local networks.
2. To promote the projects and encourage community support and wider engagement
3. To offer flexible volunteering opportunities suitable for all ages, skills and levels of commitment.
4. To maintain the recruitment process which ensures the best match between the skills, qualifications and interests of the volunteer and the needs of the community.
5. To provide a full induction for all volunteers, including orientation materials, policies and procedures and DBS checks
6. To ensure that the volunteers are given the appropriate training and support to be successful in their volunteering roles.

7. To coordinate with the project lead on aspects of the day-to-day management of the project including "shadowing" and mentorship arrangements as well as rotas and timetabling.
8. To implement formal and informal ways of recognising and celebrating the contribution of volunteers to the organisation.
9. To support existing volunteers to work effectively and cooperatively with new volunteers
10. To ensure that all stakeholders are kept aware of good practice in volunteering and of any changes in legislation which may impact on volunteering
11. Maintain accurate records of volunteers and volunteering activities in line with Data Protection Law.
12. To establish a process for evaluating the contribution of volunteers and their satisfaction in their roles.
13. Communicate frequently with volunteers to ensure they are satisfied and well-placed as well as regular "catch-ups."
14. Evaluate risk based on each volunteer position and ensure that volunteers are working in a safe, healthy and supportive environment in accordance with all appropriate legislation and regulations and company policies and procedures
15. Prepare reports on activity to stakeholders as appropriate
16. Be in regular consultation with users and the community to establish needs and garner evidence of service provision outcomes.
17. To promote a positive image of the project.
18. To comply with the organisations reporting requirements and to ensure that systems, processes and procedures are in place to retain and present service data in a timely and predetermined basis.
19. To be able to use IT systems e.g. Word, Excel, E-mail
20. Prepared to aid in the setting up and closing down of sessions/activities/events as necessary.
21. Enjoys working with people and people-led projects.
22. Appreciates the need for sensitivity and discretion, and will signpost onto appropriate agencies and support as necessary.
23. To work flexibly as may be required by the needs of the service and carry out any other reasonable duties as required,

General

- This post is subject to an Enhanced criminal record disclosure check. This will be applied for through the relevant disclosure body.
- Achieve the highest standards of safeguarding, whether through direct care provision or support activities to the service users who come into contact with our services, or by appropriately reporting concerns about any child or vulnerable adult as appropriate.

- To promote equality, inclusion, respect and fairness and where applicable to manage diversity in all areas of planning and service delivery, through an active involvement in implementing our equality and diversity policy.
- To be familiar with and comply with Health & Safety procedures and policy. In the event of any serious risk, take immediate action to reduce this risk and inform line management.
- Management reserves the right to make reasonable changes to the job purpose and accountabilities. It is essential therefore that it should be regarded with a degree of flexibility, so that changing needs can be met.
- Such other duties that occasionally arise, which fall within the purpose of the post

The job description is indicative of the current duties and responsibilities of the post holder, it is not comprehensive. It is inevitable that the duties will change to reflect organisational development.