



Job Description (From February 2021)

Noel Park Big Local Outreach and Engagement Worker (Initial fixed-term contract until 31st October 2022)

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| Hours of work: | 21 hours per week. (including evening and weekend work to be agreed in advance) |
| Salary: | £25,000 per annum FTE (pro-rata for 21 hours is £14,189pa). |
| Holiday: | 140 hours per year including public/bank holidays. |
| Employed by: | NPBL Staff will be employed by CVSBEH and their terms of contract will apply. |
| Responsible to: | This role will report to the NPBL Community Development Manager. |
| Responsible for: | NPBL Volunteers. |
| Location: | A desk will be provided in Wood Green. The post holder will also be required to work from other locations and from home. |

Purpose of Job:

- To work with the CDM to implement projects identified under the Noel Park Big Local Plan priorities.
- To be a presence in the community to engage through outreach processes and communications and raise awareness of the opportunities Noel Park Big Local provides.
- To engage the diverse communities of Noel Park to build involvement in Big Local including the creation of community hubs and activities.
- To identify, engage and support community activities and volunteers to build the Noel Park community.
- To provide opportunities for the community to come together and sustain connectivity in the community.
- To contribute to the building of a strong and lasting legacy of community cohesion, activism and enterprise.

Responsibilities & Tasks

Local Partnership

The Outreach and Engagement worker will work closely with the CDM, partners, and NPBL partnership members. The aspects of the role will include:

- Working with the CDM and NPBL partnership to deliver on existing projects, e.g. Wheels for Workers; Changing Gears; Community Chest; NPBL Youth offer.
- Setting up groups and initiatives to drive or support projects in the Noel Park Big Local plan.
- Implementing projects in line with the Noel Park Big Local plan including development, community engagement, monitoring and evaluation.
- Provide written reports and information to the partnership.
- Work closely with the Chair, partnership, residents, community leaders, partner officers and Big Local to achieve NPBL's objectives.
- Support partnership meetings and small working groups as appropriate.
- Assisting the CDM in all aspects of communication and social media.

Coordination:

This position will play a key role in coordinating and supporting the work NPBL carry out. To include:

- Developing and delivering the objectives of the NPBL Plan maximising engagement in new and existing projects delivered by NPBL.
- Developing a programme of events, services and activities for Noel Park Big Local.
- Recruiting and managing (with Reach and Connect) a volunteer team to support Noel Park Big Local community engagement and community initiatives.
- Conducting outreach in the community and actively engage and empower residents to participate in leading and developing community action and support groups to carry out projects.
- Engaging diverse communities and residents who are harder to reach in the community
- Actively engaging the community in Noel Park services and activities and signpost residents to other services where appropriate.
- Attending where appropriate community meetings, events, working groups, and residents' meetings.

- Gathering feedback and writing evaluation reports as appropriate.

Collaboration and Partnership:

The Outreach and Engagement worker will play a key role in the sustainability and legacy of NPBL:

- Bringing partners together.
- Supporting volunteers who have been recruited to ensure sustainability in initiatives that have been started under the programme.
- Working with Reach and Connect in keeping the database for Noel Park Big Local updated so volunteers can be effectively deployed according to their skills.
- Actively consulting with local residents with regard to NP priorities and make appropriate recommendations to the partnership.

Other Tasks:

- Provide administration support where needed
- Adhere to and undertake responsibilities in accordance with health and safety, equal opportunities and safeguarding.
- Promote and follow Big Local equality policies and to establish activities that foster good relationships between different groups in the community and celebrate diversity.
- Work with other staff, volunteers and partnership members to undertake any other tasks not stipulated but within the spirit and level of the role to ensure effective operation of the Partnership and its projects.

Person Specification

Essential Skills and Qualities

- Previous experience of community engagement
- Experience of planning, delivering and supporting projects.
- Enthusiastic and creative approach to developing new community projects.
- Ability to use own initiative and to work with others in collaboration.
- Experience of supporting volunteers.
- Strong team-working skills.
- Ability to work on own and manage a varied workload.
- Good communication and interpersonal skills including an excellent telephone manner.
- Ability to engage and include local residents in NPBL.
- Excellent organisational and office skills, paying close attention to detail.
- Good working knowledge of all computer applications, especially spreadsheets, desk-top publishing, email / internet functions and video conferencing platforms such as Zoom.
- Experience and confidence with social media such as Facebook, Twitter, Instagram etc in order to promote and communicate key messages and link with others.
- Commitment to equal opportunities.
- A good understanding of the voluntary and community sector.
- Knowledge of the community and geography of NPBL.
- Flexible attitude to working hours.

Desirable

- Awareness of issues preventing local residents from different backgrounds from engaging.
- Knowledge of safeguarding and other compliance issues
- Ability to facilitate and support partnership working.
- Ability to travel independently ideally with own transport.
- Experience of working remotely.