

BACA

Brent African Caribbean Alliance

Job Description

Community Engagement Coordinator

September 2023

Completed Applications are to be
returned to Susan Cave susan.cave@cvsbrent.org.uk

Closing Date - Tuesday 26 September 2023 at Noon

Interviews – Monday 2 October 2023

JOB DESCRIPTION

Post Title: Community Engagement Coordinator

Responsible to: CEO

Responsible for: The provision of information and support services to people living with dementia (here referred to as 'clients') and carers. Contributing to the creation and development of information resources for carers in Brent.

Post based at: A desk will be provided in SEEDs Community & Enterprise Hub, Empire Way, Wembley, HA9 0RJ. The post holder will also be required to work from other locations and from home.

The postholder will be expected to be on and off-site as part of the Centre's Outreach and other work programmes.

Salary: £35,000 pro rata, per annum.

Pension: CVS Brent has a Stakeholder Pension Scheme and will contribute 3% of the post's salary. An employee needs to contribute a minimum of 2% of their salary to their pension to receive the 3% contribution.

Duration of

Contract: Contract for the period 12 months

Hours

- ▮ 21 hours per week. This will involve working some unsocial hours in evenings and at weekends and also working during the day.
- Annual leave entitlement is 25 days per annum pro rata plus Bank Holidays.
- All appointments are made on the basis of satisfactory references, a 6-month probationary period and a satisfactory DBS check.

Purpose of Role:

Frontline African and Caribbean led organisations play a key role to address poor health outcomes for residents that face poverty, race inequality and disadvantage.

The Community Engagement Project Manager will lead on engagement, mapping and exploration of the needs and priorities of AC residents. You will be required to work collaboratively with the AC Voluntary Sector to increase the identification and understanding of inequalities within the health, social care that impact on the lives of African Caribbean people. You will play a significant role at policy influence level and support organisations to engage in developing programmes to report their results.

Main Duties

- Leading community engagement activities to identify the emerging key priorities around inequalities for African Caribbean residents, community groups and the institutions that serve them.
- Devising & implementing a BACA Community Engagement Plan which also contributes to the Brent Black Community Action Plan and locally identified health inequalities.
- Supporting the coordination of communications and marketing to promote engagement activities and BACA messages.
- Developing and drafting reports inclusive of data on emerging trends and recommendations to inform future work streams and priorities for BACA.

Outreach & Networking

- Liaising with key stakeholders, including African Caribbean led voluntary organisations and local residents, to ensure wide levels of representation and participation in the planning process.
- Create and lead focus groups, surveys, engagement meetings, events, and innovative channels to engage identified audiences to raise awareness, identify emerging issues and capture solution focused responses.
- To give presentations on the work of BACA and the emerging inequalities identified in Brent to the African Caribbean voluntary sector, communities and other key stakeholders in the borough.
- Supporting with communications strategies (e.g. public open events, training and awareness raising sessions, communications materials, social media etc.) to promote the service and capture referrals
(Occasional weekend work may be required to support events etc.)
- Explore Innovation and be open minded to new ideas and piloting of different sessions.
- Supporting all co-production activities with local residents and stakeholders
- Lead on engagement activities to involve seldom heard African & Caribbean people and consider their needs and suggestions to help address health inequalities.
- Engaging local services and partners to ensure local awareness and explore partnership opportunities and co-production of activities.
- To contribute new ideas and activities which address excluded African Caribbean groups and residents to be informed, contribute experiences and.
- Work with the Board of trustees to provide responses to questions raised by key stakeholders.

Data Management and Reporting

- To comply with all relevant confidentiality and data protection policies and procedures including those defined by law.
- To accurately collate and record relevant information for the purposes of monitoring &

evaluation, service user outcome measurement, service improvement and quality assurance management.

- Reporting to the Board against relevant targets, providing regular updates as requested on progress of project.
- Supporting the monitoring and evaluation of the service and using formal and informal feedback to constructively shape and develop the service.
- To produce reports and case studies as required by the board of Trustees, Funders and other key stakeholders.

General

- To work flexibly and lead the project sharing skills and knowledge as required to provide an effective and reliable service.
- To be willing/able to travel around the borough.
- To be willing to work the occasional weekend/evening when required.
- To attend and contribute to training where appropriate as directed by your line manager/Board of Trustees.
- To undertake any other appropriate duties commensurate with this post.
- To act at all times in accordance with all operational policies, and procedures.
- To work in co-operation and collaboration with CVS Brent, Brent Council, Public Health, Health services and any other relevant organization that may be identified through the course of your work.

Community Engagement Coordinator

Person Specification

	Essential/ Desirable	Application Documents	Assessment Test	Interview
Qualification				
A foundation degree or degree related to community development, youth work, social studies or social sciences.	D	ü		
Relevant Experience				
Previous experience of working in the voluntary sector or community engagement role.	E	ü		ü
Ability to communicate clearly and engage with and influence potential supporters and networks, at all levels.	E	ü		ü
Good IT skills – using Microsoft Word and Excel spreadsheets etc.	E	ü	ü	ü
Understanding of managing budgets and delivering against targets.	E			ü
Experience of networking and developing excellent working relationships with a broad range of organisations.	E			ü
Experience of producing clear and accurate information resources in a variety of different formats for different audiences.	E	ü	ü	ü
Skills and Competencies				
Ability to organise own workload and commitment to working flexibly as part of a team	E			ü
Thinking creatively to maximise new opportunities.	E			ü
Ability to work in different environments and deal with conflicting demands	E	ü		ü
Understanding and belief in BACA values and our work with African Caribbean community groups and residents.	E		ü	
Excellent problem solving skills, initiative and creative approach to working	E	ü	ü	ü
Excellent Listening & interpersonal skills	E		ü	ü