



Community Engagement Development Officer

Main purpose of job:

The aim of the Community Engagement Development Officers is to work in the communities of Dundee, promoting and encouraging improved health and well-being. The purpose of the Community Engagement Development Officer role is to deliver tangible results by building community assets to create stronger, more cohesive communities. The role involves engaging with local communities to identify needs, gaps in provision of facilities/services, and assist in the development of sustainable initiatives together with local partners. This will be done in a way that seeks to achieve the overall aims of the Health and Social Care Partnership and responds to the key issues identified by communities, local partners and that support local and National agreed priorities.

Main responsibilities:

- To engage with communities, establish agreement for involvement and provide appropriate support to the different needs of different communities.
- Identify barriers to participation and identify strategies to overcome these.
- To assess needs and establish the existing picture within defined neighbourhoods, by working closely with local residents and stakeholders, and to take and review collective action, such as through local community plans.
- To provide support to communities in taking collective action, including that resulting from issues identified by other community planning partners.
- To promote and build the capacity of the local communities taking an asset based approach.
- To work with local people of all ages and backgrounds to assess their needs through consultations, awareness events and liaise with communities and relevant stakeholders to meet those needs.
- To stimulate the provision of recreational opportunities for local communities through using the model of co production.
- To work in close partnership with other community planning partners to ensure a closely coordinated approach to identifying problems and determining solutions.
- Test new ideas/ways of working and develop/promote models of good practice.
- To promote the wider work of Volunteer Dundee by a wide variety of means including information stalls, activity bases at festivals and galas and delivering targeted information talks as requested.

Key tasks:

- Develop effective working relationships with key people, community centres, community organisations and communities.
- Enable communities to identify gaps in service provision and prioritise needs and evaluate and select options to address these.
- Provide opportunities for communities to develop their own capacity and enable them to take collective action.
- Investigate, develop and support new areas of work and/or opportunities, leading to enhanced service provision.
- Assist local communities in establishing groups and activities to meet identified needs.
- Prioritise the value of diversity and difference within and across communities; actively encouraging and supporting the involvement of socially excluded groups.
- Encourage community organisations to maximise the use of existing or new facilities.
- Promotion of volunteering and the benefits to individuals and groups throughout the city.
- Establish and maintain close liaison with youth and community workers, communities' officers from partners and stakeholder groups in order to promote co-ordinated working.
- To be aware of corporate human resource policies, including equalities, health and safety at work, and the need to report any work-related activity that gives rise to personal, staff or public safety concerns.

Accountable to:

This post is accountable to the Community Engagement Manager.

CONDITIONS OF SERVICE

- These are set out in the organisation's conditions of service.
- All staff meeting the qualifying criteria may join a defined contribution pension scheme provided by TPT Retirement Solutions.
- The organisation has an Equal Opportunities policy and seeks to be an equal opportunities employer.

Salary:	£22,968 per annum
Hours of work:	35 hours per week to be worked in accordance with VCD Conditions of Service. This post will involve occasional evening and weekend working.
Annual leave:	27 days per year, rising one day per year according to service up to 32 days, and Christmas closure.
Training:	All Volunteer Dundee employees have the opportunity to request training and development in line with the Internal Staff policy.
Place of work:	Volunteer Dundee has premises at 7 Luna Place in Dundee Technology Park and at 101 Whitfield Drive. However, a large amount of community working is expected across all of Dundee.