

About Annexe Communities

We are a community-led health and wellbeing organisation and local community anchor organisation. We operate from our Healthy Living Centre base in Partick, Glasgow and have over 30 years' experience working with the local community to develop and deliver community development initiatives and wellbeing activities.

We work with local people, community groups, housing associations, businesses and other voluntary and community organisations. We are governed by a volunteer board of directors, elected by our members. We have 12 employees and 30 volunteers working to achieve our mission and engage with around 1000 residents each year.

Job details	
Job title	Community Engagement Assistant
Employer	Annexe Communities
Location	Partick Healthy Living Centre, 9a Stewartville Street, Glasgow, G11 5PE
Salary	£16,968 (£21,210 FTE) plus 6% pension contribution
Working hours	28 hours per week (0.8FTE)
Reporting to	General Manager

The application process	
Application deadline	05/07/2021
Completed application forms to	Administrator, Annexe Communities, 9a Stewartville Street, Glasgow G11 5PE or kashif.anwar@annexecommunities.org.uk
Interview date	Week beginning 12 th July 2021
Interview location	9a Stewartville Street, Glasgow, G11 5PE
Interview format and length	30 minutes, competency-based interview

Job Description	
Responsible for	Delivering a local participatory budgeting (PB) project – Partick and Thornwood Ideas Fund during 2021/22 to disperse funds to local community benefit projects via public voting events.
Purpose of the job	To engage residents and community groups in rolling out Partick and Thornwood Ideas Fund, supporting local involvement in generating ideas, organising voting events to enable residents to select their best community ideas for the £20k funding pot and deciding what matters in their community.
Key Duties	<ul style="list-style-type: none"> • Take lead role in facilitating Partick and Thornwood Ideas Fund steering group: organising meetings (online or in person) to promote and support local involvement in the group to manage and oversee the project • Collate and widely publicise community ideas - creating engaging social media posts in relation to Partick and Thornwood Ideas Fund: Facebook posts, Twitter feeds, posters and leaflets, ensuring they comply with relevant branding and style guidance • Plan and deliver public engagement (including online) activities in relation to PB initiatives, identifying and organising any necessary materials, equipment and hall hire • Deliver phone, online or email advice in response to enquiries about participatory budgeting activities • Organise workshops to provide practical support to potential participants • Organise community voting events – online or in person • Liaise with steering group to process and award successful funding ideas • Maintain accurate project records including retrieval and collation of contact details of grant recipients, grants awarded, feedback reports and finance reports • Write quarterly progress reports on progress of Partick and Thornwood Ideas Fund to feedback to board and funder • Attend staff meetings and share key information about progress of PB project • Any other duties in relation to the delivery of Partick and Thornwood Ideas Fund

Annexe Communities
Community Engagement Assistant

Person Specification		
Experience	Essential	Desirable
Experience working in a charity or voluntary organisation and knowledge of the sector	✓	
Experience of working in a community engagement role, building relationships with people to promote activities and services	✓	
Experience of collating appropriate information and reporting on projects to manager/board		✓
A track record of delivering effective social media campaigns		✓
Experience of training and supporting community members		✓
Skills and knowledge		
Good communication skills with an ability to get messages across clearly and effectively, in person and in writing, and for community audiences	✓	
Excellent IT skills, particularly MS Office applications	✓	
Well organised with an ability to manage a varied, busy workload and to meet project deadlines	✓	
Knowledge and understanding of participatory budgeting		✓
Personal qualities and attributes		
Mature and responsible attitude to work	✓	
A team player and good relationship builder with a positive attitude	✓	
Self-motivated, enthusiastic and willing to take the initiative to problem solve	✓	
Creative, resourceful and flexible		✓
An interest in community engagement and participatory budgeting		✓