



## Community Information and Engagement Worker (21 hours): Job Description

<b>Title</b>	Community Information and Engagement Worker
<b>Hours</b>	21 hours per week
<b>Salary</b>	£27,991 per annum (FTE)
<b>Pension entitlement</b>	An employer's contribution of 8% is payable
<b>Annual leave entitlement</b>	30 days, plus 12 days Public Holidays (FTE)
<b>Responsible to</b>	Manager

### Purpose of the post

The post holder will work to increase levels of community engagement with the work of Moray Rape Crisis (MRC), including:

- Raising the profile of the charity and the services we provide across Moray through engagement via our social media platforms, website, events and community networks;
- Building links with communities currently under-represented in our service user group, to increase accessibility of our services;
- Liaising with community activists on awareness-raising campaigns and activities being run or supported by the service;
- Liaising with community fundraisers engaged in fundraising activities in aid of Moray Rape Crisis.

## Summary of main responsibilities and activities

- Lead on the implementation of MRC's community engagement strategy, in particular:
  - a. building the organisation's profile and reach on social media,
  - b. increasing awareness of the services provided by MRC
  - c. increasing community support for MRC, including fundraising.
- Develop a broad range of content to support the community engagement strategy
- Maintain the MRC website and update as required, including an annual review to ensure the website is up to date and accessible.
- Work together with MRC's LGBT Champions Group to increase accessibility of our services to Moray's LGBT community and achieve the LGBT Charter Mark.
- Increase the visibility and reach of MRC to communities currently under-represented in our service user group, through proactive community engagement including targeted social media, agency visits and participation in community network meetings and events.
- Build community engagement across Moray in campaigns led or supported by MRC to raise awareness about sexual violence and work towards prevention of this.
- Respond to enquiries from survivors and their supporters via social media about MRC's support services, including sensitively responding to disclosures from survivors in line with MRC's policies and procedures.
- Engage with community fundraisers engaged in fundraising in aid of MRC via social media, provision of information about the service and attendance at events.
- Attend networking and other events as required, including Rape Crisis network meetings, development days and training with Rape Crisis Scotland and member centres. This may involve some travel and occasional overnight stays, and occasional weekend and evening work.
- Work in strict accordance with MRC's values, policies and procedures.
- Attend training as required and participate in regular support and supervision sessions.
- To undertake any other duty, which is appropriate to the job, when requested by the line manager.

### Person Specification

<b>CRITERIA</b>		<b>ESSENTIAL</b>		<b>DESIRABLE</b>
<b>Knowledge</b>	E1	Understanding of feminist analysis of violence against women	D1	Knowledge of current legislation, policy and strategy relating to the violence against women agenda
	E2	Knowledge of issues relating to sexual violence	D2	Knowledge of approaches to sexual violence prevention
<b>Skills and Abilities</b>	E3	Excellent communication skills both written and oral	D3	Monitoring, data analysis and evaluation skills
	E4	Ability to engage with a broad range of stakeholders and communities in a range of settings		
	E5	Ability to work effectively with a wide range of partners in voluntary and statutory agencies		
	E6	Ability to organize and prioritise workload		
	E7	Competence in use of IT, for example Word and Excel programmes, email and internet and delivery of Powerpoint presentations		
	E8	Capable of using own initiative and of meeting tight deadlines.		
	E9	Experience of maintaining professional boundaries.		

<b>Experience</b>	E10	Demonstrable experience in use of and community engagement via blogs and social media platforms, including Twitter, Facebook, Instagram and TikTok.	D4	Experience of service user involvement/participation.
	E11	Demonstrable experience of engagement with a broad range of communities and stakeholders, including service users, via a range of media and community settings.	D5	Experience of updating websites
<b>Qualifications</b>			D6	Experience of working with people affected by gender-based violence
			D7	Experience of responding to disclosures
<b>Other</b>	E12	Commitment to equality & diversity and anti-discriminatory practice	D8	Qualification in Community Education or similar discipline
	E13	Able to undertake evening/weekend work as required	D9	Rape Crisis Scotland, Violence Against Women or Gender Based Violence training.
	E14	Act with integrity and respect when working with all service users, agencies and individuals.		
	E15	Ability to travel across Moray and elsewhere for training & network meetings as required by the post		