

POSITION DESCRIPTION

POST TITLE:	Community Engagement and Activities Worker
HOURS OF WORK:	30hrs per week (possibility to increase to full time) – evenings & weekend work will be required
SALARY GRADE:	£22,052 – £24,196 pro rata
RESPONSIBLE TO:	Senior Team Leader – Transforming Communities
BRIEF DESCRIPTION:	Healthy n Happy Community Development Trust (HnH) Vision is to make Cambuslang and Rutherglen the healthiest and happiest places to live in Scotland. HnH is an ambitious, energetic and successful community led organisation.

The key purpose of this role is to:

- As part of the Transforming Communities team, work with local neighbourhoods and residents, undertaking grassroots engagement and capacity building to support them to be actively involved, take the lead and use their influence to help improve life in their community.
- Coordinate and deliver activities and events for HnH, working collaboratively across the organisation in order to achieve our strategic objectives.

Key Responsibilities:

1. Grassroots Community Engagement, Planning and Delivery

- 1a. Engage with the residents of Cambuslang and Rutherglen and directly promote local opportunities so they are aware of and are able to participate in a range of activities in their neighbourhood and across Healthy and Happy's delivery portfolio.
- 1b. With a focus on the top 5-20% SIMD neighbourhoods, support local residents to be actively involved, take the lead and use their influence to help improve life in their community for all. Specifically:
 - Build relationships with local residents, identifying potential local volunteers and how their knowledge and skills
 - Talk to people about what their priorities are for improving their neighbourhood, identifying issues and/or objectives important to them and their community
 - Actively listen to people and link people together around common community interests and goals.
 - Support residents so they can develop and actively participate as community innovators and leaders.
 - Facilitate, support and resource a range of activities, projects and events that achieve shared community wishes and goals.

- 1c. Support the delivery of HnH's youth activist leadership programme, implementing a range of creative engagement methods that explore issues with young people, bring young people together around common purpose and create/support opportunities where young people can work together innovatively.

2. Activity/Event Coordination and Delivery

- 2a. Work collaboratively across the organisation to develop and deliver HnH services, activities and events that help people to:
- Build Personal Connections and Relationships
 - Get active, outdoors and green
 - Enjoy the benefits of local culture, arts and radio
 - Engage in lifelong learning and skill building
 - Lead and participate as influential citizens
- 2b. Support the delivery of key programmes within HnH, including (but not limited to) Wellbeing in the Community, Paths to Places (walking and cycling), green health (including mental health), creative arts and large-scale community engagement events.
- 2c. Regularly and proactively collaborate with the Healthy n Happy staff team, making connections and progressing opportunities across the organisation. This includes active involvement in cross team planning/delivery, marketing/comms meetings and specific project groups.
- 2d. Produce high quality content, information resources and promotional materials. Create and disseminate in print, web and social media formats with management and staff team input.
- 2e. Keep participants, volunteers and local residents up to date on all HnH services, activities and opportunities.
- 2f. Proactively raise the profile of HnH with potential referrers, partners, funders and communities through effective communication/promotion. Actively and regularly network with a range of local contacts, developing positive connections and working relationships.

3. Organisational Excellence, Standards and Systems

- 3a. Be responsible for delivering and maintaining a standard of service excellence at all times, working to ensure that people find what they are looking for/need easily and quickly and that they have a high-quality experience.
- 3b. As required, support hourly rate workers and volunteers in their designated roles, providing advice, guidance and support.
- 3c. Keep all files, records and database systems up to date at all times and complete all monitoring and evaluation statistics, reports and impact stories/case studies as required.
- 3d. Commit and adhere to Healthy n Happy's values and principles, ensuring you are a team player and collaborator with staff, volunteers and local residents and communities.
- 3e. Adhere to Healthy n Happy standards, policies and procedures and operational plans at all times.
- 3f. Be accountable to the Board of Directors and to local residents and communities.
- 3g. Undertake any other duties and responsibilities mutually agreed which are within the scope of the post.

PERSON SPECIFICATION

Person Specification – Community Engagement and Activities Worker

Successful candidates will be required to have/apply for PVG membership

(E = Essential D = Desirable)

EXPERIENCE OF WORK

- E Proven track record supporting volunteers, residents and communities
- E Proven track record in delivering community consultations, community plans and projects
- E Experience facilitating groups, workshops and/or courses
- E Experience delivering wellbeing projects and activities
- E Working with people and groups of all ages with varied levels of ability/vulnerability
- E Collaborative working with local agencies, community groups and project participants
- E Using a range of monitoring and evaluation tools and writing effective case studies
- D Delivering community activities, which could include arts/music/creative/nature-based activities
- D Youth Work
- D Creating promotional materials and organising public events

SKILLS

- E Ability to engage, influence and negotiate with a wide range of audiences
- E Establish rapport and building effective relationships
- E Strong written and verbal communication skills
- E Strong interpersonal skills
- E Effective facilitation skills
- E Project management and delivery skills
- E Training and presentation skills
- E Planning, coordination and organisational skills
- E Good ICT skills

KNOWLEDGE AND UNDERSTANDING OF

- E Principles and methods of engaging local people and groups in community activities
- E Community consultation processes, coproduction and delivering effective community projects
- E Group facilitation, both with adults and young people
- E Delivery of health and wellbeing-based activities/sessions
- D Person-centred planning
- D Arts, music, creative, outdoor/nature-based inputs and activities
- D Communities in Cambuslang, Rutherglen
- D Social model of health and community-led approaches

PERSONAL ATTRIBUTES

- E Proactive, self-motivating and strong use of initiative
- E Strong team player – from project teams through to whole organisation
- E Confident communicator in one to one and group settings
- E Flexible with a can-do attitude
- E Non-judgemental approach
- E Enthusiastic
- E Commitment to being environmentally friendly