



Community Engagement & Events Planner

Job Description

Accountability

To the Aberdeen Dates-n-Mates Regional Lead.

Place of Work

The post will be located primarily at home. The post holder will be required to work and travel in and around the Aberdeen area, as required by the post.

There may also be some travel to other Dates-n-Mates branches as required.

Hours of Work

These hours can be negotiated to meet the needs of the post holder and the needs of Dates-n-Mates Aberdeen. The post holder must be able to work some evening and weekends depending on the needs of the project.

Job Purpose

To identify adults with learning disabilities in Aberdeen and support them to access the Dates-n-Mates project, helping to reduce social isolation, build confidence and self-esteem, improve the person's ability to be an active citizen and improve their overall health and well-being.

Partnership working and forging links in the local community to benefit the project.

Core job role and responsibilities:

The Community Engagement & Events Planner will be required to

- Promote the benefits of Dates-n-Mates Aberdeen to prospective members, external organisations and other potential stakeholders;
- Recruit members, support them to connect with the Dates-n-Mates project and encourage members to develop sustainable friendships and relationships;
- Plan and deliver a regular programme of accessible social events in and around the Aberdeen area and be involved in National Dates-n-Mates' virtual events and activities;
- Raise the profile of the project and its services within the wider community, both locally and nationally;
- Work in co-ordination with our volunteer strategy, engaging volunteers and supporting their work;
- Ensure that all members have the opportunity to volunteer with the project with their contribution recorded and recognised;
- Identify local statutory and non-statutory services and organisations and cultivate professional partner relationships and membership referral routes;
- Engage adults with learning disabilities who may have declined access to other opportunities, as well as motivating individuals to participate and join in the Dates-n-Mates Aberdeen project;
- Develop and nurture positive relationships with stakeholders, partners, members and potential members.
- Design and deliver up-to-date and audience specific presentations to prospective partner organisations and members.
- Contribute to the updating and development of the content of the Dates-n-Mates website;
- Contribute to and expand the use of social media and monitor and evaluate public engagement with this activity;
- Help to maintain accurate records, including the membership and stakeholders contact databases;
- Participate in the writing of reports as required;
- Provide support to members and their network of support outwith events, as reasonably required;
- Answer the telephone, respond to e-mail enquiries, dealing with queries promptly and efficiently;
- Actively participate in project-related meetings and training as reasonably required;

- Any other duties as reasonably required.

Team Responsibilities

- Be responsible for your own day to day work, receiving line management from the Aberdeen Regional Lead.
- Support colleagues and expect to receive support from them.
- Demonstrate an ability to be as open and candid as possible about your actions and the actions of others.
- Communicate openly, fully and effectively with others at all times.
- Ensure that all information in relation to the beneficiaries e.g. members of Dates-n-Mates is kept confidential at all times.
- Demonstrate an ability to support colleagues in a way that promotes learning and development.
- Show a willingness to learn and develop from reflecting on your own and other team members practice.
- Identify areas of interest to develop that will enhance the lives of project beneficiaries or the Organisation as a whole.
- Actively advocate on behalf of the project beneficiaries ensuring that their rights are respected at all times.
- Possess proficient IT skills and be able to demonstrate a willingness to develop your skills.