

COMMUNITY ENGAGEMENT OFFICER JOB DESCRIPTION



THE MIRACLE
FOUNDATION
SCIO

1	Job Title	Community Engagement Officer
2	Main Office	The Miracle Foundation Head Office Premises (28 Muir Street, Motherwell, ML1 1BN)
3	Purpose of Job	<p>The Miracle Foundation SCIO is a bereavement and trauma support organisation for Children and Young People living within Lanarkshire. The organisation offers free Counselling, Art Therapy and Mental Health services for all Children, Young People, and families.</p> <p>The role of the Community Engagement Officer (CE Officer) is to deliver capacity-building development support service to all service users and encourage and empower inclusivity within Mental Health support services specifically for BAME, LGBTQ+ and other minority community groups.</p>
4	Level of Responsibility	The CE Officer will work on his/her own initiative with the support and guidance of management and as part of a team to provide this support.
5	Responsible to	The CE Officer is responsible to the Miracle Foundation SCIO Board of Trustees and CEO through the Operations Manager, with day-to-day support in respect of the service provided by the Operations Manager in the Miracle Foundation Head Office.
6	Key Responsibilities	
6.1	Professional	<p>The CE Officer will:</p> <ul style="list-style-type: none"> • Undertake any training required which is relevant to the post. • Maintain up to date knowledge of best practice in voluntary and community development sector activity. • Maintain statistics in respect of the development support provided and provide reports as and when requested.
6.2	Strategic	<p>The CE Officer will:</p> <ul style="list-style-type: none"> • Work actively to achieve the targets in The Miracle Foundation SCIO Business Plan • Engage in the monitoring and evaluation procedures laid down by the Miracle Foundation SCIO • Comply with the policies and procedures set by the Miracle Foundation SCIO.
6.3	Organisational	The CE Officer delivers a capacity-building development support service to new and existing service users, primarily in North and South Lanarkshire area, which will involve:



The Miracle Foundation SCIO (Charity No: SC049840), 28 Muir Street, Motherwell, ML1 1BN

Email: enquiries@themiraclefoundation.org.uk

Tel: 01698 760479

		<ul style="list-style-type: none"> • Organisation and project development and business planning • Legal structures and charity status • Compliance with all applicable regulations • Community engagement, surveys, and action plans (geographical communities and communities of interest). • Developing networks and arranging activities/events for networking, socialising, and support within minority community groups. • Dissemination of information as appropriate.
6.4	Other	<p>The CE Officer attends a range of partnership meetings in respect of the local area. These may involve:</p> <ul style="list-style-type: none"> • Learning Community Partnerships • Voluntary Action Meetings within North and South Lanarkshire. • Locality Groups • Other meetings with statutory and third sector partners
7	Terms and Conditions	
7.1	Employment Conditions	<p>The post is full-time (35 hours per week), primarily worked over Monday to Friday. The CE Officer may be required to attend weekend and evening meetings/activities and events as appropriate for a community support service.</p> <p>Overtime is not paid; we operate a time off in lieu system.</p> <p>29 days paid annual leave (includes 9 days bank holidays). At least 3 days must be taken over the Christmas/New Year period when the office is closed if flexible working arrangements cannot be made.</p> <p>PVG Scheme membership (disclosure) essential and will be organised and paid by the organisation.</p> <p>A Driving Licence and access to a car is essential.</p>
7.2	Salary scale and grade	£25,000 per annum
7.3	Benefits	<p>Contributory Staff Pension</p> <p>Employee Assistance Programme</p> <p>45p mileage allowance</p> <p>Birthday Leave (+1 additional annual leave)</p> <p>Long Service Leave</p> <p>Staff wellness activities throughout the year</p>



7.4	Variations	The Miracle Foundation SCIO receives funding support from various grant-giving organisations, the local council and via fundraising. Any increase or decrease in the level of funding available could have impact on this post.
-----	------------	---

Essential	Desirable
<p>Relevant educational qualifications and/or significant past experience.</p> <p>An understanding of the Third Sector and the environment in which it operates (including charity regulations and good governance).</p> <p>Ability to engage with volunteers and staff in the Third Sector and Public Sector.</p> <p>Ability to produce written reports.</p> <p>Ability and track record of establishing and maintaining effective, informal networking and multi-agency working.</p> <p>Ability to organise and manage events and activities within networking groups and the community for service users.</p> <p>IT literate with good knowledge and experience of Microsoft Office applications and online databases.</p> <p>Knowledge and experience of planning, target setting, monitoring and evaluation.</p> <p>Able to work independently and pro-actively with a minimum level of supervision.</p> <p>Good time management</p> <p>A driving licence and access to a car.</p>	<p>Community Development and Engagement experience</p> <p>Knowledge of funding applications, tenders and generating income</p> <p>Knowledge of constitutions and legal structures.</p> <p>Ability to take minutes or notes of meetings.</p> <p>Knowledge of updating websites and use of social media</p>

