



## Job Description

### Community Engagement Co-ordinator

**Salary:** £28,591 - £30,315 + PEN & NI, pro rata for part time staff

**Hours:** 20 hours per week

**Employer:** Home-Start Edinburgh

**Accountability:** Senior Manager, Home-Start Edinburgh

**Direct Reports:** Volunteers

#### **Purpose of the job:**

To support Home-Start Edinburgh engage effectively and credibly with a range of stakeholders including volunteers, community groups, supporters, small businesses and corporate agencies, in order to raise the profile of Home-Start Edinburgh and increase community-based fundraising.

To oversee events for families & volunteers and for the purpose of fundraising.

#### **Main Responsibilities**

##### **Stakeholder engagement**

- Develop and maintain relationships with key stakeholders such as funders and community groups
- Attend community events such as volunteer recruitment fairs, galas and school events to promote the organisation
- With the Senior Co-ordinator (Volunteering), support the volunteer recruitment strategy

##### **Communications**

- Attend meetings of the Communications & Engagement sub-group of the Board
- With the C&E Sub, develop and support the implementation of the Communications strategy
- Oversee and support the Social Media volunteer
- With support develop media releases, Supporter's newsletters, the annual report, and other key documents

##### **Community Fundraising & Events**

- Link with local businesses and corporate partners to increase Home-Start Edinburgh's unrestricted income
- Set an annual community fundraising plan with the Chief Executive each year and implement it, with support from the team
- Work with corporate volunteers, interns and student placements to support the service delivery of Home-Start Edinburgh
- Oversee the organisation and delivery of events for Home-Start Edinburgh, including fundraising events and events for families

##### **Working as part of a team**

Home-Start is committed to safer recruitment practice as an important part of safeguarding and protecting children and vulnerable adults

- Attend support and supervision and team meetings as required
- Contribute to the effective day to day operation and management of Home-Start Edinburgh, in accordance with the Home-Start Governing documents, Standards and Methods of Practice, Home-Start Agreement and Quality Assurance Standards.
- Promote Home-Start Edinburgh within local and national networks
- Ensure inclusion and diversity in all aspects of the scheme's work.

This job description is not exhaustive; the post holder may be required to undertake any other duties that fall within the nature of the role and responsibilities of the post as detailed above.