



RECRUITMENT PACK

COMMUNITY DEVELOPMENT & ENGAGEMENT OFFICER

OCTOBER 2025



WHO ARE WE?



Our Mission

Inverclyde Community Care Forum will enable people who use services and their carers to exercise their right to a say in decisions which affect their lives, by enabling their voice to be heard in the planning and provision of services.

Our Purpose

As a result of our activities, users and carers will be involved in: Shaping the services they receive, planning future services or potential developments, becoming partners in the provision of services, changing public and professional attitudes.

Our Values

Our success will be built upon our commitment to local people setting our agenda and the following values: Equality of opportunity, Openness and accountability, the highest standards of service, Working in partnership.

Our Way of Working

We will achieve success by listening to and acting on the views of people who use services and their carers, supporting them to speak up and make a difference, challenging stereotypes and promoting equality, identifying common issues of concern and developing solutions and Influencing policy and practice.



Your Voice, Inverclyde Community Care Forum

Company Limited by Guarantee: 265659 | Charity: SCO29506

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ABOUT THE ROLE COMMUNITY DEVELOPMENT & ENGAGEMENT OFFICER



Job Description

If you are passionate about communities and looking for a rewarding career that makes a difference to people's lives, then we want to hear from you.

- Are you looking for a challenge and an exciting opportunity?
- Do you have excellent communication and influencing skills?

If the answer is yes, this opportunity could be for you.

Key Tasks

- Develop, promote and deliver a programme of engagement activity, events and community outreach supporting our objectives.
- Lead programmes of work to engage and empower local people with a focus on seldom heard communities.
- Develop and deliver meaningful community engagement, proactively engaging communities and stakeholders through every phase of the Advisory Network project, capturing feedback and share updates with communities to keep them informed and involved.
- Working with other team members, develop and deliver meaningful engagement activities with communities, identifying gaps in provision, influence service improvement and redesign, and help address inequalities.
- Facilitating, delivering and supporting community capacity building training to volunteers and staff.
- Create and lead focus groups, surveys, engagement meetings, events to engage and empower local people.



PERSON SPECIFICATION COMMUNITY DEVELOPMENT & ENGAGEMENT OFFICER



Essential

- Experience of working with communities (in either a voluntary or professional capacity).
- Ability to engage and empower people and collate and analyse feedback in line with outcomes.
- A track record of strong written and spoken communications skills, including the ability to translate complex papers into accessible 'plain English' formats.
- Able to take responsibility for organising own work effectively and maintaining accurate records.
- Understanding of the community engagement developments and policies including community engagement standards and approaches.
- A track record of producing regular written reports.
- Ability to deliver capacity building and training programmes.
- Proficient in the use of Microsoft Office and online communications tools including MS Teams, Zoom and social media channels.
- Highly organised, able to manage a busy workload and meet deadlines.
- Able to work flexibly including occasional evenings and weekends.

Desirable

- 3 or more years' experience of working in a similar role.
- Community Development qualification.
- Experience of developing training programmes.
- Experience of working on successful engagement projects for social change and/or inequalities.

Inverclyde Community Care Forum is an equal opportunities employer.

Please complete the enclosed application form and return to us marked 'private and confidential' before the 28th February 2024.

If you would like further detail relating to this post, please contact 01475 728628.



SUMMARY



Job Title

Community Development & Engagement Officer.

Responsible To

Line Manager.

Contract

March 2027, with possibility to renew.

Hours/Overtime

35 hours per week. Job share considered.

Salary

£26,626 per annum.

Holidays

32 days annual leave, increasing with service.

Pension

3% pension employer contribution.

Benefits

Regular staff team building activity days.
Cycle to Work scheme.

How to Apply

Send your CV, cover letter and references to our enquiry email, or apply online:

enquiries@yourvoice.org.uk

www.yourvoice.org.uk/vacancies

Application Deadline

Monday 10th November 2025

Start Date

As soon as possible.

Probationary Period

3 Months.

Data Protection

ICCF Your Voice are committed to ensuring the security and protection of the personal information that we process, and to provide a compliant and consistent approach to data protection, in line with General Data Protection Regulation GDPR and the Data Protection Act 2018.

More information about our GDPR policy:
www.yourvoice.org.uk/contact-us