

**Job Description**

Job Title: Community Engagement Lead Salary: £24,638 pro rata

Hours of Work: 25 hours per week, Wednesday is a core workday Location: Hybrid, Central Scotland

Annual Leave: 30 days Annual Leave

Regular travel throughout Falkirk and Stirling & Clackmannanshire is an expectation of the post.

Some evening and weekend work is required to attend events.

Permanent following a 3-month probationary period and subject to funding

This job description describes the practical purpose and main elements of the job. It is a guide to nature and the main duties of the job as they exist currently but is not intended as a wholly comprehensive or permanent schedule.

**About Us:**

* Dates-n-Mates is Scotland’s national friendship and dating charity run by and for adults with a learning disability, tackling social isolation and loneliness by connecting people in Falkirk, Stirling & Clackmannanshire.
* Our work is underpinned by a Human Rights based approach using the PANEL principles. (Participation, Accountability, Non-Discrimination, Equality, Empowerment & Legality)
* We are a member-led organisation, encouraging active involvement from members in planning & decision making.
* We listen to the experiences/wishes of members and respond, ensuring that our members experience equal rights and maximize opportunities to have meaningful relationships.
* We support our members to challenge discrimination.
* We promote social inclusion, confidence & independence through events in quality establishments increasing opportunities to make connections with others.

**The role:**

The Community Engagement Lead will work across Falkirk and Stirling & Clackmannanshire to strengthen this work and facilitate opportunities for people with a learning disability to develop and maintain new friendships/ relationships with others in their community.

**Key focus**

* Recruit and retain members through presentations and marketing.
* Provide varied and appropriate programs of social and dating events and skills development for members.
* Communicate effectively with Dates-n-Mates stakeholders.
* Develop beneficial relationships with organisations and individuals
* Work alongside our Volunteering & Operational Lead to support Volunteers
* Support the Director of Memberships to carry out their roles.

**Essential Criteria**

* At least one year’s experience in managing and coordinating events
* Have at least one year’s experience managing event budgets.
* Computer Literate & Good eye for detail
* Be proficient in social media management and able to create accessible information for different platforms.
* Have a good understanding of human rights and how it’s core to the work and principles of Dates-n-Mates.
* Be able to demonstrate the values of inclusion and person-centered approaches.
* Be prepared to represent Dates-n-Mates in the media, in public and at stakeholder meetings
* Experience in contributing to written reports
* Promote a culture of peer support amongst colleagues, demonstrate a coaching style to your practice.
* Have excellent verbal and written communication skills, adapting to suit different audiences.
* Have a good understanding and awareness of Child & Adult Support Protection Legislation and reporting requirements.

**The Job**

* + Plan and deliver a regular program of accessible social events in and around across Stirling & Clackmannanshire and Falkirk.
  + Co-facilitate workshops for members and partner organisations
  + Encourage volunteering for members of Dates-n-Mates, record & recognize contributions.
  + Responsible for production of marketing and communications materials in print and online.
  + Expand social media use. Monitor/evaluate engagement.
  + Maintain accurate records of membership & contact databases.
  + Work with our volunteer strategy. Co-ordinate and support volunteers.
  + Any other duties as reasonably required.