

**Community Engagement Worker**

Salary: starting salary £27,500 (pro-rata for part-time employment)

Funded post for 5 years, 25-35 hours per week, occasional evening and weekend work.

Reports to:Centre Manager

**Job Purpose:**

This post has been created to continue and develop the Madoch Centre community connections project 'Criss-Cross'. The Criss-Cross project aims to:

* increase opportunities for social interaction particularly amongst vulnerable groups in our community.
* provide peer support for issues such as bereavement, parenting, mental health and dementia/Alzheimer's
* promote and develop food share opportunities
* provide volunteer-led community transport for vulnerable residents to access medical and support services
* empower volunteers to lead and support all areas of community development
* research and respond to community needs

**Principle Duties:**

* Promote volunteer-led community development through a range of activities and opportunities within the Madoch Centre.
* Coordinate and support volunteers and other team members for the outcomes outlined above.
* Work with a variety of partners to achieve the outcomes and objectives of 'Criss-Cross' and the Madoch Centre.
* Coordinate volunteers and other team members to develop support opportunities and to provide social opportunities for adapted sports sessions.
* Extend and develop food sharing opportunities to minimise food waste and support those who are vulnerable through age, health, or economic disadvantage.
* Support the provision of community transport to allow access to medical services and support services.

**Key Tasks:**

* Research needs and initiates new activities, in partnership with other organisations and volunteers.
* Support volunteers who assist the café in making the Centre a welcoming, listening drop-in Centre.
* Support existing community groups in their use of the Madoch Centre and encourage increased frequency for groups working with vulnerable clients.
* Provide support to volunteers in providing social and support opportunities – groups and activities.
* Recruit and support volunteers including providing them with networking opportunities.
* Work directly with new group members or individuals to encourage them to find opportunities which reduce isolation or meet other identified needs.
* Liaise with other agencies and informal partners.
* Develop and support a variety of ways of minimising food waste, providing meals and refreshments to those who are vulnerable due to age, health or disabilities.
* Support the community transport service volunteers when the transport coordinator is not available.
* Collect data, case studies, and comments for evaluation of programmes.
* Support marketing and publicising activities and the work of the Centre.
* Undertake a range of general duties to facilitate the smooth running of the Centre.

**Person Specification:**

|  |  |  |
| --- | --- | --- |
| **Qualifications** | **Essential** | **Desirable** |
| Educated to HND level or degree level in a relevant discipline | **√** |  |
| Relevant training |  | **√** |
| **Knowledge and Experience** | **Essential** | **Desirable** |
| Experience in a voluntary or community setting | **√** |  |
| Experience of project management |  | **√** |
| Experience of managing volunteers |  | **√** |
| Experience with evaluation approaches |  | **√** |
| Able to communicate with a wide range of people – including volunteers, professionals – verbally & in writing. | **√** |  |
| Ability to work alone & as part of a team | **√** |  |
| Ability to empathise with a range of concerns | **√** |  |
| Ability to lead groups and teams |  | **√** |
| Confident in talking to groups and individuals | **√** |  |
| Listening skills | **√** |  |
| Able to gather and record data | **√** |  |
| Ability to provide reports where necessary |  | **√** |
| Driving licence | **√** |  |

Whilst having an active faith is not a requirement, this post does require someone who accepts, with integrity, the beliefs and values of the lead organisation and is prepared to work in such a way as to uphold and respect them.

In responding to community needs and strategies for the community you will have to have the flexibility to adapt to new approaches and direction from the Centre Manager.

This job is for 25-35 hours a week, will be based in the Madoch Centre, and there will be a requirement for occasional evening and weekend work.

Holiday entitlement: 6 weeks per annum

Flexibility in how the hours are worked will be needed.

PVG registration will be required before taking up post. The post holder will be required to supervise, and line manage volunteers.

The Post holder will report to the Centre Manager.

Approved by: HR Group

Date: 12/09/2025

 *St Madoes and Kinfauns Parish Church are leading and financing this post* with support from national funders such *as The National Lottery and Gannochy Trust.*

SC014964