

Job Description: Community Engagement Lead

Post Title: Community Engagement Lead

Summary: Represent, develop and encourage community engagement for Bright Hope in North West Leicestershire.

Salary: £18,500 – FTE £30,833

Hours: 22.5 hours per week

Location: Travel will be required within North West Leicestershire. Your main place of work will be at Bright Hope House, with some flexibility for homeworking.

Responsible to: Charity Chair

Leave: 25 days per year plus Bank Holidays (both pro rata)

The key duties of the role are:

1. To oversee community engagement activity at Bright Hope in North West Leicestershire.
2. To establish new, and maintain existing links with relevant organisations, local businesses and the community, to raise awareness, promote and develop services, and secure resource support.
3. As a key member of the team, you will work collaboratively to help achieve the charity's annual funding budget, specifically the development of our new Corporate Champions Scheme.

Responsibilities

- Work with all other staff to promote and deliver the work of the organisation.
- Develop, maintain, and update an annual calendar of engagement events and ensure these are supported appropriately by staff, trustees and volunteers.
- To continue to source new links in all areas of community engagement.
- Oversee the recruitment, management and development of volunteers who support community engagement activities.
- To be an active member of the team/s responsible for fundraising and marketing.
- Ensure community engagement work is promoted and showcased via a variety of media including Facebook and LinkedIn.
- Develop and execute plans to work with as many local companies as possible to secure regular support to meet the charity's future funding requirements
- Develop and embed Bright Hope in North West Leicestershire's Theory of Change.
- Ensure appropriate evaluation of all Bright Hope in North West Leicestershire's activities to help measure outcomes and evidence our impact.
- Develop relevant cases of need, to support additional resource requirements.
- Engage with service users so that their feedback, ideas for future development and involvement in services is ensured.
- Support and attend a wide variety of internal and external events, both online and in person, to help raise awareness and create partnership possibilities.

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- Participate in Bright Hope in North West Leicestershire's education and training programme where appropriate.
- Be responsible for own personal and professional development, keeping up to date with any relevant regulations, legislation or other developments pertinent to the role.

Skills and Knowledge

- Strong communication skills – both written and verbal.
- Excellent organisational skills.
- Ability to motivate and inspire.
- Friendly, welcoming approach, building meaningful relationships whilst always maintaining professional boundaries.
- Commitment to ensuring equal opportunity and access for all.
- Good knowledge of Microsoft programmes such as Word and Excel.

Travel Requirements

You are required to have access to a vehicle with Class 1 business insurance cover to fulfil the duties of this role. You will be entitled to claim for the mileage you incur whilst on business in accordance with the charity's expenses policy.

General

- To work with communities sometimes outside normal office hours, including weekends.
- To undertake an enhanced DBS check
- To always ensure that service delivery informs, reflects and supports the charity's prevailing aims and objectives.
- To work with colleagues across the organisation as required in support of organisational goals.
- To always promote the charity's overall commitment to equal opportunity/diversity and work within the requirements of the charity's equality scheme.
- To undertake all training and development initiatives as required.
- To work within Health and Safety guidelines in accordance with the Health and Safety at Work Act.

This job description is a reflection of the present position and is subject to review and alteration in light of future changes and development.