

**Job Description –Engagement Lead**

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| Responsible to | Business Support Manager  |
| Salary | £18,065 (fixed point 3 on the NJC scale, pro-rata to part time)  |
| Hours per week  | 17.5hrs per week  |
| Annual Leave per annum | 25 (rising to 30 days after 5 years, pro-rata to part time ) |
| Main base  | Unity and Longsight |
| Contract | 31st August 2020 Fixed term  |
| Level of DBS check | Enhanced with check of the adults barred list |

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| Main aims of the post |
| To coordinate, develop and deliver a range of courses and workshops that support the delivery of the Big Chance and community engagement activities across all locations identified. To provide line management and supervisory support to staff where necessary, ensuring staff are supported and confident in their rolesTo promote and develop volunteering across the division with identified volunteering leads.  |

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| **Main duties of the post** |
| 1. Liaise with and co-ordinate the delivery of a vocational and non-vocational training courses with a range of partners as part of The Big Chance offer.
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| 1. To work with a team of staff and volunteers to ensure that the team are cohesive and work well together.
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| 1. Provide line management support to a range of engagement and community workers to ensure community sessions are quality assessed to agreed standards across all sites.
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| 1. To promote the Big Chance to the local community through a range of workshops, open days, leaflets, drop in groups.
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| 1. To liaise with the Head teacher/Head of centre/School Business Managers to ensure that a detailed plan of activities throughout the centre are promoted to all participants, helping to improve engagement rates
 |
| 1. To support the delivery of new services including recruitment of facilitators, development of materials, production of marketing, and co-ordination of promotional activity such as raising awareness with key organisations/agencies
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| 1. Provide direct facilitation of sessions as required including cover i.e. creative English and other associated non-accredited courses and workshops.
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| 1. To ensure risk assessments are carried out for new services/venues and that governance and risk procedures are adhered to
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| 1. To monitor and report on relevant project activity and outcome, collecting a variety of data where necessary.
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| 1. To deliver or facilitate training and development opportunities for the team as required, via sourcing of relevant training opportunities, organising team social events and providing regular updates of opportunities within the cha
 |
| 1. To develop and maintain relationships with external organisations and agencies
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| 1. To undertake appropriate administrative duties for the post
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| 1. To provide information for the manager to ensure that the service is compliant with relevant external regulatory requirements
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| 1. To represent the team and organisation at external events
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| **General work related expectations** |
| 1. To work within the Big Life group’s mission and values
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| 1. To contribute to the development of the Big Life group
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| 1. To work in accordance with all policies and procedures of the Big Life group, particularly (but not exclusively) Health and Safety; Information Governance and Safeguarding
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| 1. To commit to own personal development and attend training or development activities as required
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| 1. To work in accordance with all relevant legislation
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| 1. To undergo regular supervision and at least an annual appraisal
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| 1. To undertake any other duties as required, and as appropriate to the post
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**Minimum Training required for this post**

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| Course title | Needed for this post | Frequency | Other notes |
| Group induction | ✓ | Once |  |
| Mission and Values | ✓ | Once |  |
| Confident Managers | ✓ | Once | Discuss with line manager |
| Safeguarding training Adults and Children | ✓ | Every 3 years |  |
| Safeguarding for Managers | ✓ | Every 3 years |  |
| Designated Safeguarding Lead Training | ⬩ |  | Potentially dependant on team size |
| Health and Safety (external IOSH) | ⬩ | Every 3 years | Potentially dependant on team size |
| Health and Safety internal/briefing | ✓ | Annual  |  |
| Information Governance | ✓ | Once | Annual refresh |
| Equality and Diversity  | ✓ | Every 3 years | Updates as legislation changes |

Attendance at other training courses will need to be discussed with your line manager



**Person Specification – Engagement Lead**

The successful candidate must be able to demonstrate that they meet all of the following points below.

Key – Method of Assessment; A = Application form; I = Interview; T= Test; P= Presentation

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| Area | Method of assessment |
| **1.Experience** |  |
| 1. Experience of working with a range of service providers and stakeholders
 | A/I |
| 1. Experience of delivering group work and/or training
 | A/I/P |
| 1. Experience of effectively working under pressure in a dynamic environment
 | A/I |
| **2.Skills** |  |
| 1. Ability to effectively manage and support staff teams
 | A/I |
| 1. Ability to advise, inform, motivate and support individuals
 | A/I |
| 1. Good record keeping and organisational abilities to ensure effective monitoring and management of the project
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| 1. Ability to network and develop good working relationships with a range of agencies
 | A/I |
| 1. Ability to use IT (Word and relevant software including databases)
 | A/T |
| **3.Knowledge**  |  |
| 1. Knowledge of the barriers that service users face when accessing mainstream services
 | A/I/P |
| 1. Good knowledge and understanding of the value of community based asset approaches
 | A/I |
| 1. An understanding of the local area
 | A/I |
| **4.Education**  |  |
| 1. A good basic level of education (GCSEs C+)
 | A |
| **5. Personal** |  |
| 1. Positive in outlook and a ‘can do’ attitude
 | A/I |
| 1. Personal resilience and flexible attitude in the face of difficulties
 | A/I |
| 1. Commitment to working towards the Big Life group’s missions and values including having a non-judgemental approach
 | A/I |
| 1. Commitment to personal development and willingness to regularly update skills and experience
 | A/I |