

EPPING FOREST DISTRICT COUNCIL JOB DESCRIPTION

JOB TITLE:	Community Engagement Officer	POST NO:	CHW43F
DIRECTORATE:	Communities	SECTION:	Community Health and Wellbeing
GRADE:	6	CAR ALLOWANCE:	Casual
DBS CHECK:	Yes	DBS LEVEL:	Enhanced

PURPOSE OF THE JOB: To be responsible for the development and delivery of projects and initiatives that encourages improvement to health and wellbeing. To develop and deliver activities for disengaged young people through partnership working.

To manage the delivery of a health and wellbeing programme at specified locations as directed by the Housing Provider Fund Partnership.

DIRECTLY RESPONSIBLE TO: Senior Community Engagement Officer

DIRECTLY RESPONSIBLE FOR: Casual staff, temporary staff and volunteers

LIMITS OF AUTHORITY: See attached sheet

MAIN DUTIES AND RESPONSIBILITIES:

(a) Service responsibilities

1. To support all aspects of the development and delivery of the Norway House Health and Wellbeing Programme, including comprehensive monitoring and evaluation.
2. To work in partnership with key stakeholders to develop and deliver sustainable youth projects and initiatives that enable our young disengaged residents to participate in opportunities to improve their wellbeing and further enhance quality of life.
3. To develop and deliver sustainable youth engagement projects that encourages the disengaged to participate in projects to address issues relating to health and wellbeing.
4. In partnership with Housing Providers and key stakeholders, identify, develop and support volunteers to help sustain and deliver projects.
5. To write and submit external funding bids in order to secure additional resources to support the delivery and sustainability of Wellbeing programmes that support children and young people in the community.
6. To work closely with colleagues from the Community Health and Wellbeing Team and the Museums, Heritage and Culture Team to deliver a range of collaborative initiatives for the benefit of local residents.
7. To maintain accurate and up-to-date administrative and statistical information and records.

8. To prepare reports as requested by the Senior Community Engagement Officer.
9. To undertake regular evening meetings and occasional weekend events.
10. To carry out any other duties as deemed appropriate by the Senior Community Engagement Officer.

(b) Corporate responsibilities:

To observe all of the requirements of Safeguarding and to report any potential concerns in accordance with the Council's Safeguarding Policy.

- Ensure that appropriate safeguarding referrals are submitted to external agencies within recognised timescales in the absence of the safeguarding team.
- Attend appropriate training and refresher courses on safeguarding issues to ensure knowledge is kept up to date.
- Attend relevant safeguarding meetings as and when necessary.
- Promote the safeguarding mission statement wherever possible, highlighting any gaps in provision and flag up issues or action points to be considered to the Safeguarding Team.
- To attend meetings of the Council, outside bodies and inter-departmental meetings as required.

(c) Management responsibilities:

Casual staff, temporary staff and volunteers.

(d) Responsibilities for Health and Safety:

Epping Forest District Council is committed to the provision of high quality health and safety standards. In order to achieve this all staff employed by the Council have the following specific responsibilities, which are consistent with the requirements of the Health and Safety at Work Act 1974:

- To take reasonable care for the health and safety of yourself and of other persons who may be affected by what you do or fail to do
- To co-operate with Epping Forest District Council in order to enable statutory requirements to be implemented
- Not to intentionally interfere with or misuse anything provided in the interests of health and safety.

(e) Responsibilities for Finance:

1. To oversee project income and expenditure budgets as directed by the Assistant Community, Health & Wellbeing Manager.
2. To identify external funding opportunities and prepare and submit bids to secure additional resources to support the implementation of the Epping Forest Community Development Strategy.

POLITICALLY RESTRICTED POST:

No

REHABILITATION OF OFFENDERS ACT 1974:

Not Exempt

Signed: _____ Date: _____
(Director)

Signed: _____ Date: _____
(Post Holder)

PERSON SPECIFICATION

POST TITLE: Community Engagement Officer

POST NO: CHW43F

		ESSENTIAL	DESIRABLE	ASSESSMENT METHOD (AF/I/ST/P)
1.	Education, Training and Knowledge			
(a)	Educated to a high standard of literacy and numeracy in order to effectively deliver of all aspects of the role including the clear written presentation of information.	E		AF/I
	Knowledge of the key principles in relation to managing staff and volunteers.	E		AF/I
(b)	Ability to undertake Safeguarding Level 2 training within 3 months of appointment.	E		I
	Ability to undertake a First Aid at Work qualification within 6 months of appointment.	E		I
(c)	A comprehensive knowledge of the value and importance of safeguarding and all reporting mechanisms.	E		AF/I
	A knowledge and understanding of the protocols associated with the facilitation of formal meetings.	E		AF/I
	A comprehensive knowledge of community engagement work.	E		AF/I
(d)	Ability to undertake training in relation to the procurement of goods or services via the Council's MarketPlace system.	E		I
2.	Experience			
(a)	Experience of developing and implementing health and wellbeing projects and initiatives.	E		AF/I
	Experience of successfully developing and delivering diversionary activities for young people.	E		AF/I
	Experience of managing staff or volunteers.	E		AF/I
	Experience of planning and managing activity programmes for children and young people.	E		AF/I
	Experience of project management, including development, implementation and evaluation phases.	E		AF/I
	Experience of formal report writing.		D	AF/I
	Experience of multi-agency partnership working.		D	AF/I

		ESSENTIAL	DESIRABLE	ASSESSMENT METHOD (AF/I/ST/P)
	Previous experience of working in a local authority setting.		D	AF/I
	Experience of writing external funding applications.		D	AF/I
	Experience of producing income and expenditure budgets.		D	AF/I
3.	What skills are required on appointment in order to carry out the job?			
(a)	<u>Oral Communication</u>			
	Ability to speak articulately and confidently to a range of audiences.	E		AF/I
	Inter-personal skills and knowledge to promote health and wellbeing and facilitate behaviour change.		D	AF/I
	Adopt a positive approach to empowering individuals to identify what they want to achieve to improve their health and wellbeing.	E		AF/I
	Ability to deliver presentations to small groups.	E		AF/I
	To be approachable and patient, and demonstrate excellent listening skills when working with members of the community.	E		AF/I
	The ability to converse at ease with members of the public and provide advice in accurate spoken English.	E		I
(b)	<u>Written Communication</u>			
	Ability to produce accurate letters and emails in a style appropriate to the recipient.	E		AF/ST
(c)	<u>IT Skills</u>			
	Ability to use MS Office applications including; Word, Excel and PowerPoint.	E		AF
	Ability to use social network mediums including; Facebook and Twitter.	E		AF/I
	Ability to design promotional materials using Microsoft Publisher, or equivalent.		D	AF/I
(d)	<u>Physical Skills</u>			
	Ability to carry equipment and supplies.	E		AF/I

		ESSENTIAL	DESIRABLE	ASSESSMENT METHOD (AF/I/ST/P)
(e)	General Skills To be organised and able to prioritise own workload in order to meet deadlines. Ability to work autonomously with minimal supervision. Ability to be innovative and proactive in order to achieve set objectives.	E E E		AF/I AF/I AF/I
4.	Expected Values and Behaviours			
(a)	Trust Ability to demonstrate openness and honesty, to treat everyone with respect and take responsibility for own actions.	E		AF/I
(b)	One Team Ability to work effectively as part of a team in order to meet shared objectives.	E		AF/I
(c)	Performance To be professional at all times, strive to achieve excellence and be committed to continually developing skills.	E		AF/I
(d)	Innovation Willingness and ability to review the way things are done and suggest potential improvements.	E		AF/I
(e)	Customer Ability to understand the needs of individual customers and be committed to providing excellent service at all times.	E		AF/I
	What are the physical demands required to carry out the job?			
5.	Ability to carry equipment and supplies.	E		AF/I
	Good physical mobility to move around sites with limited access, including place of work.	E		AF/I
	Other Requirements:			
6.	A clear enhanced DBS check.	E		DBS
	Ability to undertake work outside of normal working hours, i.e., evenings and occasional weekends, as required.	E		I
	A satisfactory attendance record in accordance with the Council's Managing Absence policy, taking account of your individual circumstances.	E		I
	Possession of a Driving Licence and access to a vehicle for work purposes.	E		AF

Signed: _____
(Director)

Date: _____

AF - Application Form
I - Interview
ST - Sample Test

**EPPING FOREST DISTRICT COUNCIL
LIMITS OF AUTHORITY**

Post No: CHW43F	Post Title: Community Engagement Officer
Authority	Comments
<p>Spending Control Officer</p> <p>For budgets and expenditure codes attaching to the post as set out in the Council's budget document and subject to direction by the Head of Service.</p>	<p>Oversee income and expenditure budgets for projects as directed by Assistant Community Health and Wellbeing Manager</p> <p>Monitor and evaluate income and expenditure of holiday programmes</p>
<p>Authorised Signatory</p> <p>As set out in the schedule maintained by the Head of finance and updated from time to time by the Head of Service.</p>	N/A
<p>Financial Regulations</p> <p>As required by Heads of Service or as directed by the Council.</p>	N/A
<p>Delegated Authorities</p> <p>As determined by the Head of Service in accordance with the schedule of delegated authorities in the Council's Constitution.</p>	N/A
<p>Statutory Authorities</p> <p>As determined by the Head of Service and approved by Council specifically or as delegated.</p>	N/A
<p>Signing of Correspondence</p> <p>As determined by the Head of Service in any relevant category of correspondence.</p>	Memos, letters
<p>Supervisory/Managerial</p> <p>As determined by the Head of Service.</p>	Recruit, train and supervise casual staff and volunteers