

Job description

Senior Community Engagement Officer

Reporting to:	Community Services Engagement Manager
Staff responsibility:	N/A
Salary:	£33,100 per annum plus London weighting if applicable Contributory pension scheme
Location:	Remote, UK wide – home based with significant travel (across UK) and frequent overnight stays
Holiday entitlement:	27 days plus three discretionary days between Christmas and New Year and statutory holidays
Terms and conditions:	Permanent. Full time, 35 hours a week. The post holder may be required to work some evenings and weekends. Time off in Lieu will be given in line with the charity's policy

About Bowel Cancer UK

We're the UK's leading bowel cancer charity. We're determined to save lives and improve the quality of life of everyone affected by bowel cancer. We support and fund targeted research, provide expert information and support to patients and their families, educate the public and professionals about the disease and campaign for early diagnosis and access to best treatment and care. We currently have around 90 staff based in England, Wales, Scotland and Northern Ireland.

Thanks to the generosity of our community, we're in a privileged position to be able to grow our staff team to deliver our ambitious strategy, [On a Mission](#). There are huge challenges facing bowel cancer patients across the UK and our community needs us now more than ever. We're building a strong and united team to bring us closer to a world where nobody dies of bowel cancer.

Job summary

The Senior Community Engagement Officer will engage key partners and community leaders around the UK, to ensure our services are accessible to communities and to raise awareness of bowel cancer.

You'll develop strong, lasting relationships with different communities in specific locations across the UK and build trust in Bowel Cancer UK as a charity supporting everyone affected by or at risk of bowel cancer. You'll work closely with our staff on the ground around the UK and our service delivery teams, promoting the support we offer as well as feeding back insights from different communities around the accessibility and appropriateness of our services.

This role requires resilience, the ability to work as part of a team and independently and involves significant travel around the UK.

Main responsibilities

- Identify, develop, and maintain effective partnerships with local communities, community leaders, influencers, volunteers, and key partner organisations across the UK to engage them in awareness of bowel cancer and the support we offer to those with a diagnosis
- Develop and deliver a targeted community engagement plan to operate alongside our awareness roadshow plans to maximise the impact of our work in these areas
- Equip a wide range of stakeholders to enable them to promote awareness of bowel cancer and the charity by providing resources, support, and training
- Promote our support services in these areas to key stakeholders
- Gather insights and specific community requirements and feedback to the relevant teams to help make our touchpoints, services, and communications more accessible and culturally significant
- Be our expert in community outreach, engagement, and inclusion, helping guide and shape charitable activities to increase reach and improve accessibility and diversity
- Record, monitor and report on data to support the evaluation of our activities and help demonstrate impact

Other duties

- Disseminate outcomes and achievements across the charity and to key external stakeholder groups
- To raise the profile and credibility of the charity as a trusted source of support and information
- Inform the scoping and development of new support services where appropriate

Person specification

Qualifications and experience

- Experience working in a community engagement, development, or inclusion role
- Proven experience identifying and building relationships with community leaders and community organisations
- Proven experience working collaboratively across teams and functions to achieve shared aims and objectives.
- Experience of project management and delivery, with the ability to confidently manage multiple projects in a fast-paced environment and with tight deadlines
- Experience in teaching colleagues (including more senior staff) and helping develop a greater understanding of community engagement theories, approaches, and the benefit to the charity
- Experience evaluating community engagement activity
- Experience working in a remote/dispersed team

Knowledge, skills and abilities

- Proven ability to work collaboratively across teams and functions to achieve shared aims and objectives
- Strong networking, relationship building and relationship management skills with the ability to inspire and motivate others

- Proven ability to work autonomously and proactively to seek out opportunities and achieve success.
- Outstanding communication and interpersonal skills and a genuine love of meeting new people from a range of diverse backgrounds and communities
- Excellent organisational skills with strong attention to detail
- Ability to use databases and maintain records to a high standard
- Ability to travel frequently around the UK and genuinely enjoy it

Personal qualities

- Exceptional people skills and the credibility to work with people at all levels of the sector and across communities
- Self-sufficient and able to work on own initiative as well as able to work as part of a team
- Flexible and willing to work collegiately to achieve the charity's ambitions
- Outstanding people skills and sensitivity when communicating with people affected by cancer
- Commitment to best practice and high customer service with strong ethical standards and to staying up to date on developments in community engagement and development
- Demonstrable commitment to inclusive working, ensuring quality and valuing diversity

This role has been assessed as a level 5 under our job levelling matrix. Further details will be provided as part of the recruitment process.

Safeguarding:

Safeguarding is everyone's responsibility and at Bowel Cancer UK we are committed to safeguarding children, young people and vulnerable adults and we expect all staff and volunteers to share this commitment.



Successful candidates may be subject to either a satisfactory basic or enhanced disclosure from the Disclosure and Barring Service (DBS - UK), (PVG – Scotland) or Access (NI) dependent upon the role. There is no cost to you and will be processed on your behalf.