



Job Title	Community Development Officer	Reports to	Area Manager England Central
Location	Norwich with travel across East Anglia		
Department	Community Services		
Job purpose			
Engage key partners and stakeholders in the region tailoring support, training and education to create suicide safer communities.			
Jobs reporting into the job holder	Not applicable		
Key responsibilities and duties			
<ul style="list-style-type: none"> • Identify, develop and maintain effective partnerships with local communities, volunteers and key partners across the region to engage them in the prevention of young suicide. • Proactively promote suicide prevention including raising the profile of PAPYRUS and engaging with those personally affected by young suicide. • Equip a wide range of stakeholders to enable them to create sustainable suicide safer communities through the provision of tailored support, training and education. • Deliver training and awareness raising products to a variety of groups including professionals, parents, young people, volunteers and other trainers. • Contribute to the development and review of projects, and education and training products, in line with the strategic plan. • Contribute to and promote campaigns, training and opportunities as outlined in the Regional and Strategic Plans. • Represent the charity at events including conferences, panels, working groups and through media channels as required. • Record, monitor and report on data to evaluate our projects and demonstrate impact. 			
Health and safety			
<ul style="list-style-type: none"> • Fully endorse, demonstrate and carry out the health and safety policy. • Comply with all policies and statutory regulations relating to health and safety, safe working practices, hygiene, cleanliness, fire and COSHH. This will include your awareness of any specific hazards in your workplace and assist if required with the amending of risk assessments periodically. • Identify and resolve maintenance requirements or hazards within the workplace and encourage any workforce to do the same to avoid injury. 			
Safeguarding			
<ul style="list-style-type: none"> • PAPYRUS Prevention of Young Suicide is committed to safeguarding the welfare of children, young people and adults at risk and expects all staff and volunteers to endorse this commitment. • The employee must act to protect all children, young people and adults at risk that they interact with. The employee must report any misconduct or suspected misconduct to the Designated Safeguarding Lead. 			
General			
<ul style="list-style-type: none"> • Cooperate fully with colleagues and be flexible when assisting them in response to business needs 			

<ul style="list-style-type: none"> • Ensure a positive commitment towards equality and diversity by treating others fairly and not committing any form of direct or indirect discrimination, victimisation or harassment of any description and to promote positive working relations amongst employees and customers. • Comply with all policies and procedures and act in the best interest of the charity at all times. 			
The above job description is not intended to be exhaustive; the duties and responsibilities may therefore vary over time according to the changing needs of the charity.			
DBS check required		Yes	
Person specification			
* Method of Assessment: A = Application Form; I = Interview/ Assessment; C = Certification or other evidence		Essential/ Desirable	Method
Qualifications	<ul style="list-style-type: none"> • English Language and Mathematics GCSE or equivalent grade C or above 	E	A, C
	<ul style="list-style-type: none"> • Degree or professional qualification in Education, Counselling, Training, Psychology, Community Development or Youth Work 	E	A, C
Experience	<ul style="list-style-type: none"> • Experience of leading and working on community-based projects. 	E	A, I
	<ul style="list-style-type: none"> • A proven track record of delivering training and/or learning workshops/educational activities. 	E	A, I
	<ul style="list-style-type: none"> • Previous successful experience of interagency working and networking with stakeholders. 	E	A, I
	<ul style="list-style-type: none"> • Experience of using IT applications including online platforms for training and administrative purposes. 	D	A, I
	<ul style="list-style-type: none"> • Experience of recording, monitoring and reporting on project evaluation. 	D	A, I
	<ul style="list-style-type: none"> • Working with those affected by suicide. 	E	A, I
	<ul style="list-style-type: none"> • Experienced ASIST Trainer or willingness to gain qualification and experience. 		
Knowledge, skills and qualities	<ul style="list-style-type: none"> • Ability to communicate effectively and deliver presentations and training to varied audiences on suicide prevention and/or self-harm and/or mental health related issues. 	E	A, I
	<ul style="list-style-type: none"> • Proficient user of all Microsoft Office packages and online communication platforms. 	E	A, I
	<ul style="list-style-type: none"> • Excellent time management skills and ability to manage a diverse workload. 	E	A, I
	<ul style="list-style-type: none"> • Ability to demonstrate professional boundaries whilst empathising within an emotionally challenging setting. 	E	I
	<ul style="list-style-type: none"> • Willingness to undertake further training, including, training in suicide intervention. 	E	A, I

I confirm that I have read and agreed to this job description outlining the main duties of my job role.

Job holder name:

Signed:

Date: