

## **Community Engagement Coordinator (Part Time) – South Kilburn Trust**

**Hours:** 21 hrs a week

**Salary:** £18,000 per annum (based on £30,000 FTE)

**Reporting to:** Community Engagement, Partnerships and Marketing Manager

**Benefits:** Pro-rata share of 25 days (FTE) annual leave and bank holidays. Company Pension Scheme. Flexible working\*.

**Location:** Mostly in person in our South Kilburn office.

**SKT is committed to safer recruitment practices and this role is subject to successful completion of references, DBS check and a six-month probation.**

### **About South Kilburn Trust**

South Kilburn Trust (SKT) is a Community Development Trust working to improve the lives of residents in an area of London that is undergoing a long-term physical regeneration. It is the role of the Trust to identify the needs of local people and to advocate for them.

### **Job Description**

#### **Job Purpose**

This is a new role created to assist the small but growing team at SKT with our primary goal of engaging and mobilising residents in the neighbourhood we serve, numbering around 7500 people. SKT will assume management of community and event spaces at the heart of the neighbourhood this year and we are preparing service providers to make room for community voice in shaping local services. Involving residents in shaping their future is central to our purpose, whether by ensuring local assets and amenities work for them, or by influencing service delivery. This makes the Community Engagement Coordinator role an exciting and important addition to the team.

#### **Main Tasks:**

##### **Volunteer Recruitment, Training and Coordination**

- Recruit and maintain a team of twenty active volunteers from the local community to assist in community building initiatives.
- Develop and deliver a volunteer programme to engage the South Kilburn community which will likely include, but not limited to:
  - Community research and consultation
  - Public space improvements (greening, activation etc)
  - Promoting community cohesion through events
- Train volunteers in peer-engagement and consultation practice,
- Induct and supervise skilled volunteers, as necessary.

##### **Community Cohesion and Wellbeing**

- Encourage and inspire volunteers to work as a team, take ownership of each activity, and to celebrate collective successes,

- Involve volunteers in planning and delivering community projects and events.

### **Resident Voice**

- Collaborate with the Community Engagement, Partnership and Marketing Manager to develop and deliver a consultation plan to better understand residents' needs and priorities,
- Conduct outreach in the community with trained volunteers, including door-to-door canvassing, satisfaction surveys, pop-up stalls etc.
- Collect and systematically analyse information gathered through outreach and community consultation.

### **Widening Participation**

- Increase rates of community participation, belonging and pride across all segments of the community in South Kilburn.
- Use creative methods to increase engagement with decision making from all sections of our diverse community.
- Contribute to a new system of representative community governance, enabling the resident body to speak with one voice,
- With partners, support the coordination of community events in South Kilburn.

### **Empowerment and Progression**

- Maintain continued awareness of local opportunities and train volunteers to disseminate accurate information and signposting,
- Seek opportunities for volunteer progression including supporting those looking to do so in to work and work-placements with local businesses.

### **Partnerships and information sharing**

- Maintain relationships with a wide range of stakeholders including partner charities, volunteers, Brent Council officers and community members,
- Work with the Communications and Engagement officer to disseminate useful information to residents.

### **Other**

- Be an ambassador for SKT and ensure our values of joy, collaboration and inclusion are upheld by the volunteer team.
- Be responsible for organising team building days and social events for SKT staff, volunteers, and Trustees.
- As we are a small but growing team, the Community Coordinator is expected to participate in team actions, mobilising through outreach and events to increase our collective impact for the community.

This job description does not constitute a 'term and condition of employment'. It is provided only as a guide to assist the employee in the performance of their job and may be varied from time to time.

## Person Specification

### Essential Qualities:

- Approachable and personable,
- Organised,
- A good facilitator and convenor,
- Passionate about people and social justice,
- High level of empathy, an understanding of regeneration, and experience of supporting and involving communities experiencing stress.
- Committed to the principles of equal opportunities and diversity.

### Essential Skills and Knowledge:

- Demonstrable ability to plan and manage own workload,
- Experience in leading and motivating teams,
- Excellent verbal communication and active listening,
- Persuasive, credible and determined,
- Can demonstrate initiative.

### Desirable:

- Spoken Arabic, Somalian, Eritrean, Bengali (Sylheti), French, Portuguese or other widely spoken minority language in South Kilburn,
- Knowledge of community organising techniques and methodology.

\*'Flexible working' means this role could suit someone wanting to work 9am to 5pm or 10am - 6pm three days a week or shorter hours over more days to fit around childcare commitments, for example.

## How to apply

To formally apply, please submit a CV and supporting statement (ideally a maximum two sides of A4 each) that clearly outlines your suitability for the role against the criteria provided in the person specification, setting out your interest and motivation in applying for this role.

Please send your application to: [jobs@southkilburntrust.org](mailto:jobs@southkilburntrust.org) (inserting "Application - Community Coordinator, SKT" into the subject field).

If you would like an informal conversation about this opportunity, please contact Jamilah Harris to arrange a call: [Jamilah@southkilburntrust.org](mailto:Jamilah@southkilburntrust.org)

## Recruitment Timetable

## SOUTH KILBURN TRUST

Closing Date for receipt of applications:	By 9am on Friday 7 <sup>th</sup> June
Candidates informed of outcome:	By end of the day Friday 14 <sup>th</sup> June
Interviews	w/c 17 <sup>th</sup> June and 24 <sup>th</sup> June

### Equal Opportunities and Data Protection

The Trust is committed to equal opportunities for all employees in respect of recruitment, promotion, career, and personal development. Any selection for recruitment will be based on ability, qualifications, and suitability for the work as well as potential for the future.

We believe that a diverse workforce with people from different backgrounds can bring fresh ideas, thinking and approaches which improve business performance and allows us to better interact with a diverse customer base.

Data processing, protection, and privacy: SKT will handle your personal information sensitively and in accordance with our [Privacy Policy](#).