



<b>Job Title:</b>	<b>Communications and Engagement Officer</b>
<b>Responsible to:</b>	Programme Manager
<b>Responsible for:</b>	Volunteers as appointed
<b>Salary:</b>	£27,527 to 30,831 per annum + 6% pension (pro-rata)
<b>Hours:</b>	36 Hours per week
<b>Holiday:</b>	25 days plus bank holidays
<b>Contract:</b>	Two years fixed term (possible extension)

**Purpose of Job:**

To develop and deliver an effective communication and engagement programme for two Haringey based projects.

1. **Home Cooked** - Haringey's community-led and place-based violence reduction partnership programme. The programme is part of My Ends GLA's Violence Reduction Unit (VRU) flagship programme and aims to support and empower local communities in the Northumberland Park ward area to develop new violence reduction initiatives supported by £800,000 funding from the VRU.
2. **Youth Echo** - Haringey's ambitious partnership project that aims to address racial inequity faced by Haringey's Black and Minority Ethnic young people by strengthening the voices of young people and empowering system change and sustainability within the youth sector. The project is funded by a Deliver and Develop grant from City Bridge Foundation.

In particular, you will be responsible for:

1. Developing and maintaining communications with young people, grassroots community organisations, residents and partners to raise awareness of the project's activities, capacity building and fundraising opportunities, and other opportunities for involvement.
2. Organising and administering an onward grants panel, ensuring representation from local residents and young people.
3. Producing relevant publications, promotional and programme-related materials, including a regular bulletin, maintaining up-to-date microsite, online resources, progress update and impact reports to share relevant success and learning from the programme.
4. Organising and producing detailed schedule of online and in-person events and ensuring their effective delivery.
5. Developing and maintaining effective administrative systems for the operation of the programme.

## **Principal Tasks**

### ***Communications and publicity information***

1. To map and maintain an up-to-date register/database of voluntary and community sector groups and organisations operating in Haringey.
2. To take the lead in collating information from a variety of sources and partners to produce and disseminate regular bulletin and other publications as required.
3. To be responsible for managing the programme's microsite content including news, opportunities, stories, case studies and the on-going development of social media activity including Facebook, Instagram, TikTok, Eventbrite, YouTube and X (formerly Twitter) accounts so that they are up-to-date and have a wide reach.
4. To develop and offer direct training to young people, grassroots community organisation's staff and volunteers in areas such as social media and online delivery.
5. To research and produce concise briefings about the programme for internal and external audiences.
6. To work with the Programme Manager and consortium partners to ensure that relevant and correctly branded materials that reflect the views of the partnerships.
7. To organise a regular programme of events and forums, where good practice within the programmes are showcased.
8. To undertake stakeholder mapping of the local community in Northumberland Park ward and the wider Haringey Youth sector, working with the Programme Managers to develop an effective community engagement and involvement strategy that increases the voice and participations of young people and the local community.
9. To work with the Programme Managers to develop and support effective governance, partnership and youth/community engagement structures to facilitate inclusive decision-making including Project Steering Group, Community Forum and Youth Advisory Board.
10. To support the robust monitoring and evaluation of the service and prepare progress reports as required.

### ***Team working***

11. To promote a positive team environment and work well as part of the Bridge staff team to co-ordinate activities and resources in order to meet the aims and objectives of the consortium.

### ***Customer care***

12. To promote high levels of customer care within the service.

### ***Equality***

13. To understand, promote and implement the Bridge's equality and diversity policy, recognising social and cultural diversity in the delivery of services, management of facilities, volunteer recruitment and management.

**General**

14. To comply with the statutory provisions of all Health and Safety, associated legislations and all Trust policies and procedures including commitment to ethical and environmentally sustainable practices.
15. To be able to work flexible hours to meet service needs including working some evenings and weekends closer to event delivery times.
16. To undertake appropriate training as and when required.
17. To recognise that whilst we operate a hybrid working policy, the principal place of work is in the Laurel's Healthy Living Centre and is subject to change based on programme needs.
18. To recognise that the above-mentioned responsibilities are neither exclusive nor exhaustive and the post holder may be required to carry out other duties commensurate with the grade of the post.

## Person Specification – Communications and Engagement Officer

### Qualifications

	Criteria	E	D	Assessment
a.	Graduate or equivalent level		X	AF
b.	Nationally recognised qualification in one or more of the following: communication, event management and planning, PR and/or marketing.		X	AF

### Experience

	Criteria	E	D	Assessment
c.	Relevant communications experience gained from the voluntary, public or private sector	X		AF/Interviews
d.	Relevant experience of community engagement or events management	X		Interviews
e.	Experience of copywriting for a range of audiences including proven ability to write about complex issues clearly and effectively	X		Interviews
f.	Experience of creating content for and maintaining a website and social media channels.	X		AF/Interviews

### Skills, Knowledge and Abilities

	Criteria	E	D	Assessment
g.	Knowledge and understanding of the communication needs of grassroots community organisations and local residents	X		Interviews
h.	Research skills and the ability to analyse and use information from different sources	X		Test/Interviews
i.	Creative, innovative and versatile	X		Test/Interviews
j.	Excellent interpersonal, written and verbal communication skills and ability to reach and engage diverse audiences.	X		Interviews
k.	Excellent team working skills and ability to work on own initiative	X		AF/Interviews
l.	Ability to plan, organise and prioritise work to meet tight deadlines	X		Interviews
m.	Proficient and proactive in the use of Information Communications Technology including MS Office, MS Teams, Zoom, Adobe InDesign, Illustrator and Photoshop, Google Drive, Social Media (Twitter and Facebook), Eventbrite, Survey Monkey, Mailchimp and Google Analytics.	X		AF/Test/Interviews

<b>n.</b>	Good knowledge and understanding of relevant legal/policy areas including safeguarding children, young people and adults, data protection and equality and diversity.	X		Interviews
<b>o.</b>	Readiness to work flexibly, recognising the need to work evenings and some weekends	X		Interviews

**Other requirements**

	<b>Criteria</b>	<b>E</b>	<b>D</b>	<b>Assessment</b>
<b>p.</b>	Willingness to undergo enhanced CRB/DBS Disclosure	X		AF

**Note:**

E = Essential

D = Desirable

AF = Application Form/Supporting Statement