



## **Job description**

**Job Title:** Community Engagement Officer

**Location:** Britannia Village Hall, London E16

**Accountable to:** Community Development Manager

**Responsible for:** Volunteers

**Number of Hours:** 14 hours per week, which must include 12-2:30pm on a Thursday

**Salary:** £11,575.20 for 14 hours per week (£15.90 per hour)

### **Main purpose of Job:**

To support community development through coordinating events, activating our community garden and providing advocacy support for community members.

### **DUTIES AND RESPONSIBILITIES:**

#### **Community Development:**

- To increase the reach and impact of WSF by engaging meaningfully with residents and stakeholders.
- To develop innovative and creative opportunities for local people to meet, connect and collaborate through building positive, supportive and enabling relationships.
- To identify community needs, and work with the community development team to find new and innovative ways to meet these needs.
- To work with other WSF staff to encourage collaboration across the organisation, so that our programmes and spaces best meet community needs. To ensure all activities are inclusive and accessible to community members facing deprivation and social exclusion.

#### **Community Events:**

- To organise trips, community meals and celebrations for migrants, refugees and asylum seekers through our welcome project.
- To coordinate groups of local people to organise community events for key faith and cultural celebrations.

**Advocacy:**

- To support community members with form filling, signposting and advocacy needs, during our community pantry and through appointments at other times.
- Coordinating our data bank programme, overseeing the allocation of SIM cards, phones and laptops for community members facing hardship.

**Community Garden:**

- Overseeing the allocation of plots in our community garden.
- Overseeing the upkeep and activation of our community garden.

**Administrative and Financial tasks:**

- To implement health and safety and safeguarding policies and procedures and liaise with senior managers on all issues related to health and safety.
- To ensure that appropriate records are kept on our cloud-based data system, and submit written reports as needed: reporting to funders, partners and contributing to regular reports for trustees. Adhering to GDPR requirements at all times.
- To support the effective implementation of safeguarding policies and procedures within WSF, and to have a good level of understanding as to these issues and to act appropriately should areas of concern arise.
- To publicise activities effectively utilising a wide variety of media including newsletters, social media and online forums.

**Other duties**

This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level

of responsibility involved. Such variations are a common occurrence. Excellent team working and individual personal development are key to WSF's success in delivering its business aims and objectives. Therefore, all staff are expected to have a flexible attitude in responding to new priorities and opportunities as they arise.