

Outreach and Learning Officer

Job Pack



 **Sufra**

**FIGHT
POVERTY
LOVE
COMMUNITY**

Registered Charity Number 1151911.

About Us



Photo credit: Digital Island

Sufra NW London is a Community Hub that provides a lifeline to people in crisis – including families living in extreme poverty, refugees and people who are homeless or socially isolated.

Our core work focuses on providing emergency food aid through our Food Bank and Community Kitchen, but these are gateway services that enable our service users (we call them guests) to access a wider range of holistic services and activities designed to address the root causes of poverty.

Our services include:

- Food Banks and a Community Shop
- Community Kitchens and cafes
- Welfare Advice Service
- Asylum seeker, refugee and migrant support
- Accredited training
- St. Raphael's Edible Garden

Our Vision

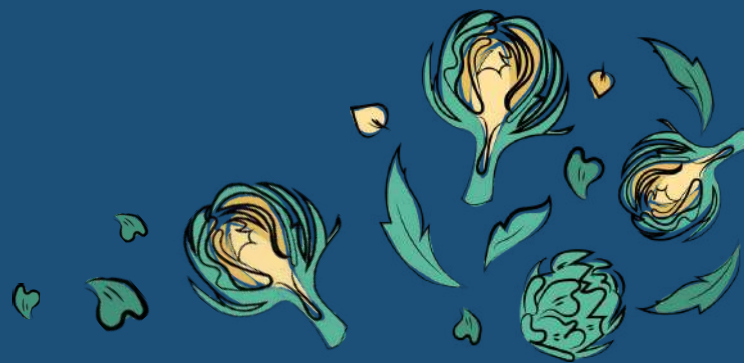
A community united to address the causes and consequences of poverty.

Our Mission

Sufra NW London provides food aid, welfare advice and training to people in crisis, whilst working with the wider community to campaign for an end to poverty.



Photo credit: Digital Island



About the role

Salary: £19,250 per annum based on £27,500 full-time salary

Hours: 28 hours per week (including some Saturday work)

Contract: Permanent

Annual Leave: 25 days per year pro rata

Reports to: Garden Manager

Location: London Borough of Brent

This is a fantastic opportunity for a Learning and Outreach Officer who specialises working with Children and Young People. You will be part of an expanding community garden team and play a key role in developing and delivering a comprehensive enrichment programme for children and young people from some of the most disadvantaged communities in Brent.

The main purpose of the Learning and Outreach Officer is to enable us to develop, expand and strengthen our programme offering. The Learning and Outreach Officer will work with children, young people and various stakeholders to identify gaps in provisions and work to ensure they are meeting the needs by improving the activities, programmes and learning opportunities.



What you will be doing

Main Duties & Responsibilities

Learning and Outreach

- Establish and develop a yearly programme of school holiday activities for children and young people's to be delivered in the community garden.
- Engage, recruit and manage a wide range of children and young people to attend courses and horticultural activities and maintain up to date records.
- Deliver informal and AQA accredited training to children and young people
- Re-establish a children and carer Under 5's Nature Kids Club for local residents and families who use Sufra services.
- Assist the Garden Manager in recruiting and supporting external facilitators to deliver specialist workshops and courses.
- Develop and deliver garden enrichments activities for local SEN schools and other primary school children.



What you will be doing

Engagement responsibilities

- Promote and champion the Community Garden and learning programme through marketing and community outreach activities (answering emails and queries, updating WhatsApp Groups, developing outreach materials and carrying out face to face outreach).
- Consult with a wide range of youth groups, schools and children and young people of families who use Sufra services to establish new programmes and learning activities and a youth led steering community.
- Assist the Garden Manager in supporting the children and adults volunteering programme in the garden.
- Support the Garden Manager with launching and maintaining two new growing sites in collaboration with local schools.
- Support the Garden Manager in consulting, developing and delivering two yearly engagement events.
- Support and engage with individuals from diverse demographic backgrounds and varying needs, ensuring inclusive and equitable practices for all.



What you will be doing

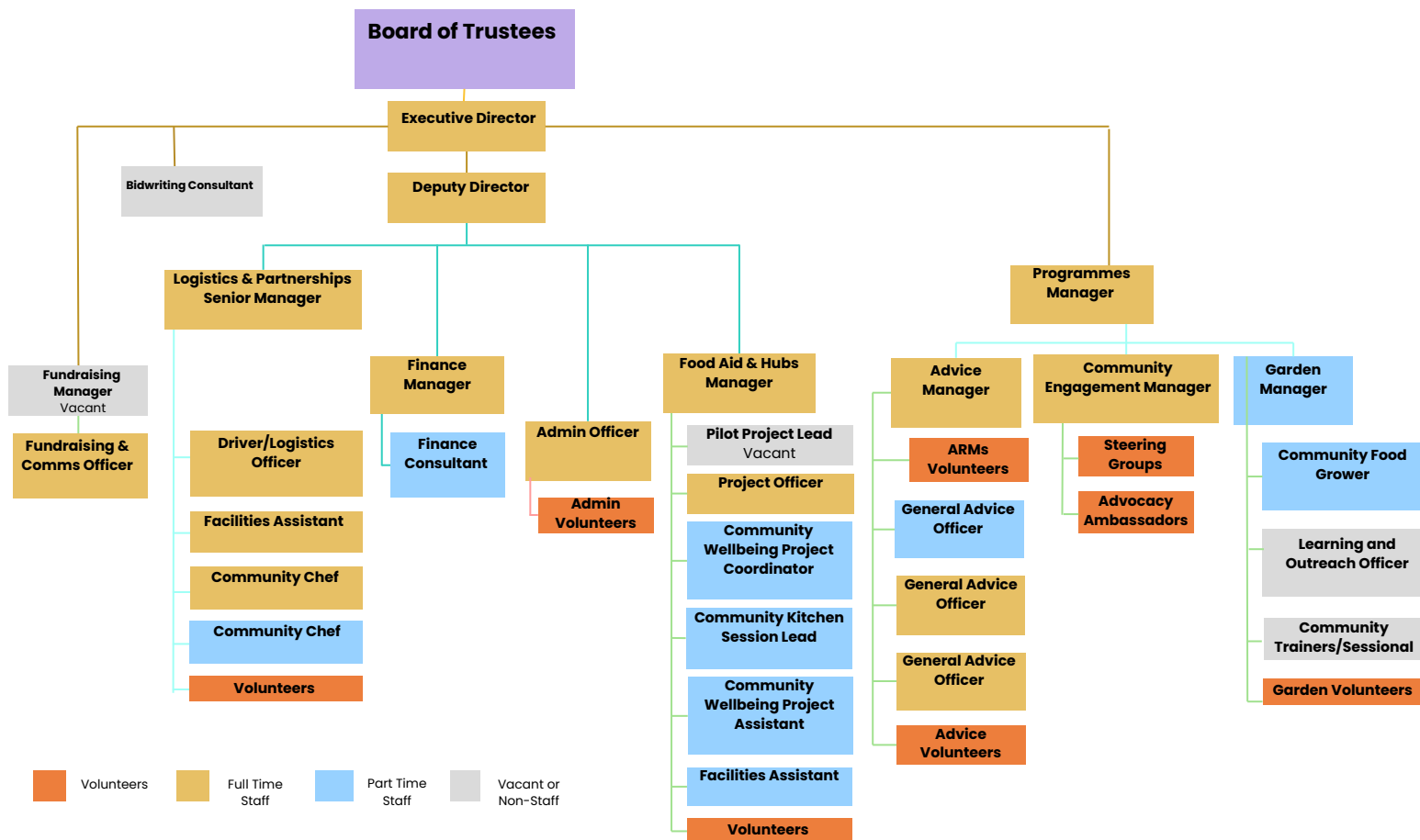
General responsibilities

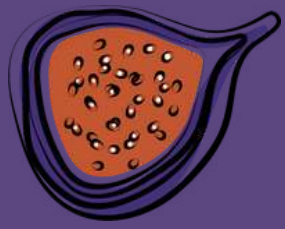
- Compile monitoring data relating to the project and project users, as required by funders and Sufra's reporting systems.
- Support with developing case studies and gathering feedback from children and young people.
- Assisting in the general maintenance and cleanliness of the site, ensuring the garden area is safe, secure and tidy at all times.
- Undertaking inventories of tools, equipment, learning resources and materials
- Be committed to the aims, procedures and policies of Sufra's advice service in every aspect of service delivery.
- Take part in supervisions, personal development training, team meetings and appraisals.
- Undertake any other reasonable duties to support the operations of the charity.
- Follow Sufra's safeguarding policies and respond appropriately to disclosures or concerns which relate to the well-being of a child and adults at risk.



A Glimpse at the Sufra Team

Our team is very ambitious, dynamic and passionate. Life at Sufra is fast paced and there is always something new and exciting going on. What started off as a small organisation with just a handful of staff in 2014 has blossomed into a team of 24 now. We grew substantially in 2023 when we launched the Community Wellbeing Project - a new community hub from Bridge Park Leisure centre. Below, you can see an overview of current posts within the organisation (as of July 2024). This





What we can offer you

Community

- Employee working groups (including advocacy, team togetherness and events)
- Staff away days
- Social activities and community celebrations
- We can offer a friendly working culture and a chance to make a difference to people's lives in Brent.

Learning and Development

- Staff training budget of £250 per year
- Shadowing opportunities to learn about other roles and departments in the organisation.
- Regular staff training.

Pay, Pension and Other Benefits

- Competitive salaries reviewed on a regular basis
- You'll be eligible and auto-enrolled into a pension scheme - we use Nest. Current pension contributions are 4% from employees and 3% employer contribution.
- Death in service benefit

Health and Wellbeing

- Employee Assistance Programme (24/7 confidential advice line and counselling).
- Wellbeing Action Plan for each staff member.

Holidays

- 25 days of annual leave per year plus public holidays
- An additional day of leave for every year of service, after two years of service (up to a maximum of 5 extra days).

Flexibility

- Hybrid working and flexible working arrangements are possible



How to apply

Diversity and Equality

We're committed to inclusivity and representing the diversity of the communities we serve. We therefore welcome applications from all backgrounds and all sections of the community. We strive to ensure all applicants will be treated fairly throughout the recruitment process.

We can make reasonable adjustments throughout the application process and on the job. If you have particular accessibility needs, please get in touch and let us know any requirements you may have.

Non-graduates are welcome and we offer a wide range of flexible working options including job share, part-time and different start and finish times and hybrid working.

How to apply

- To apply for this role, please submit a CV, Covering Letter (no more than 2 sides) by email to admin@sufra-nwlondon.org.uk, and complete our Equal Opportunities Form.
- More information is available on our website under vacancies.



Photo credit: Digital Island



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