



Participation & Prevention Manager

Job Description and Person Specification

Responsible to: Participation & Prevention Director

Responsible for: Supporting the development of Good Company's participation and prevention strategy, ensuring that those affected by poverty are central to decisions about how to tackle it. You will be responsible for helping to implement the recommendations of the East Surrey Poverty Truth Commission and facilitating other projects aimed at tackling the root causes of poverty in the local area.

Salary Full-time Equivalent: £28,000-30,000 per annum (depending on experience)

Hours: Full-time or part-time (at least 3 or more days a week).

Annual leave: FTE is 25 days exclusive of bank holidays

Contract: 2 years with the possibility of extending this, subject to funding.

Location: based at our main office in Ewell, but requiring regular travel in and around the Epsom & Ewell and the surrounding area

About us

Good Company (Surrey) is a charity that works to alleviate and prevent poverty in Epsom & Ewell and the surrounding area. Our mission is to lead our community towards a poverty-free future, while supporting those who need our help. We demonstrate our values by being compassionate, kind, trusting, engaged, non-judgemental and resourcing. As well as running five food bank centres in Epsom, Ewell, Banstead, Leatherhead and Tadworth, a growing part of our work is focused on reducing the need for the food bank through our participation, prevention and influencing work.

One of our main priorities for the next strategic period is to deliver and embed the recommendations from the second phase of the East Surrey Poverty Truth Commission (ESPTC)

¹ Over the past 18 months, the ESPTC has focused on three major issues affecting people in financial hardship: lack of joined up community support, poor mental health, and domestic abuse. The PTC has prepared outline proposals for a number of projects, and there is a need to facilitate and support the Commissioners to develop and implement these plans.

¹ The East Surrey Poverty Truth Commission (ESPTC) brings together a group of Community Commissioners who have used our Foodbank or Pantry with a group of Civic and Business Commissioners from local statutory and voluntary organisations that have regular contact with people in financial hardship.

We are also continuing to promote our End Poverty Pledge campaign, expanding the number of local agencies, charities and businesses who are committed to actions to tackle poverty in the community.

Overall purpose of role:

As the Participation & Prevention Manager, you will be responsible for supporting the development of our participation and prevention strategy, ensuring that those affected by poverty are central to decisions about how to tackle it. You will work with other members of Good Company to implement the key recommendations from the East Surrey Poverty Truth Commission, as well as acting as our link with the Poverty Truth Commission Network.

You will be line managed by the Participation & Prevention Director, and work with other colleagues in the Good Company team on the different participation and prevention projects.

Key responsibilities:

Your main responsibility will be to help develop and deliver the recommendations from the second phase of the Poverty Truth Commission. This will include some, or all, of the following projects:

- Promoting our Poverty Awareness Training Workshop, to raise awareness of poverty and help frontline agencies in supporting service users who are in financial hardship.
- Helping to create a local network of safe community spaces and advice cafes, where people can access support, if they need it, before they reach crisis point.
- Establishing an online referral network, to ensure that people receive the holistic support they need.
- Coordinating the development of learning materials to support healthy relationships education for children and young people.
- Planning a local multi-media campaign to raise awareness of mental health and how to access appropriate support.
- Supporting our Civic Commissioners in disseminating and embedding their learning from the PTC within their own organisations and networks.

The aim would be to co-design and deliver each of these projects with a group of both Community and Civic Commissioners. In addition, you would assist in rolling out Good Company's End Poverty Pledge, seeking to ensure that other local organisations are encouraged and equipped to do what they can to reduce and alleviate the effects of poverty in their local community.

Wider organisational responsibilities

- Embrace being part of the wider team and support Good Company's vision and values.
- Familiarise yourself with Good Company's policies and procedures and implement these in your work.
- Carry out other duties as agreed by your line manager or the Managing Director.
- In agreement with your line manager, pursue a personal programme of learning and development to enhance your skills and performance.

PERSON SPECIFICATION

Essential skills:

- Strong organisational and project management skills, able to balance a range of priorities.
- Ability to empathise with people from all backgrounds, including disadvantaged, marginalised and socially excluded groups.
- Experience of charity work and/or community outreach, preferably in the local area (in an employed or voluntary capacity).
- Ability to seek and balance a range of views, by facilitating discussion and consensus-building.
- Basic understanding of poverty and its key drivers and impact, especially in the local area.
- Good oral and written communication skills
- Good IT skills, including proficient use of Word, Excel and Powerpoint.
- A valid driving license or the ability to travel around the community

Desirable skills:

- Experience of campaigning or organising to achieve change.
- Experience of conducting research around poverty and related issues (e.g. housing, mental health, etc).
- Experience of using social media in a work context.

Personal attributes:

- Passion for tackling the root causes of poverty at both an individual and systemic level.
- Organised and able to sensitively organise others.
- Ability to work as part of a team and independently, with limited supervision.
- Flexible and responsive to new and competing demands, and willing to get involved where needed.
- Personable, friendly and non-judgemental attitude, able to build and sustain relationships with people with a wide variety of backgrounds and experiences.
- Able to set boundaries around role and personal support.
- Openness to listen to and learn from others.
- Demonstrable commitment to the mission and values of Good Company.

Training provided

- Induction training.
- Safeguarding training (including vulnerable adults).
- Opportunities to participate in PTCN and Trussell Trust events or workshops.
- Other specific training, if or when needed.

We actively encourage applications from people with lived experience of poverty or related issues, such as housing, debt and/or mental health issues.