



## Job Description

### Social Action Officer

<b>Job Title</b>	Social Action Officer
<b>Salary</b>	£25,000 – £29,000 (pro rata)
<b>Hours</b>	30 hours per week
<b>Benefits</b>	5% Pension Contribution, 22 days annual holiday + 3 concessionary days & bank holidays (pro-rata)
<b>Location</b>	The Dudson Centre, Stoke-on-Trent
<b>Special Conditions</b>	Ability to travel in and around Stoke-on-Trent, with occasional weekend/evening work.
<b>Responsible to</b>	Partnerships & Collaboration Lead

The Social Action Officer will lead efforts to build stronger, safer, and more connected communities. This will be done by identifying and supporting proactive local residents, community groups, and informal leaders, fostering a sense of pride in place and promoting positive engagement.

### 1. Role and Responsibilities

#### Local Leadership and Participation:

- a. Identify and engage residents and grassroots groups who are active or have potential to positively influence their neighbourhoods.
- b. Support individuals and networks to lead or contribute to community-led initiatives that promote cohesion and civic pride.



- c. Facilitate training, mentoring, and access to resources to build confidence and capability.
- 2. Children, Youth and Family Engagement:**
  - a. Work with youth services, schools, and local organisations to identify needs and co-create opportunities for young people.
  - b. Promote positive role models and youth leadership opportunities within the community.
  - c. Create resources to support schools and community groups to deliver key messages around cohesion and active citizenship.
- 3. Community Engagement and Activation:**
  - a. Organise and support events, campaigns, and activities that bring people together and promote shared ownership of public spaces.
  - b. Encourage inclusive participation, ensuring diverse voices are represented and empowered.
  - c. Promote positive narratives and storytelling that celebrate local identity and achievements.
- 4. Partnership and Collaboration:**
  - a. Work closely with local authorities, police, housing providers, schools, and voluntary organisations to coordinate efforts and share intelligence.
  - b. Act as a bridge between residents and service providers to ensure responsive and joined-up approaches to tackling ASB.
- 5. Monitoring and Impact:**
  - a. Track and report on the outcomes of community-led interventions.
  - b. Collect feedback, case studies, and data to inform future planning and demonstrate impact.



## General Requirements

- Actively engage in regular supervision sessions and staff/team meetings.
- Undertake any other duties commensurate with this post as may be decided from time to time in discussion with members of VAST management.
- Undertake personal training as may be required to keep up to date and fulfil the professional requirements identified in this job description.
- Maintain a collaborative and flexible approach to work undertaken by VAST.
- Support the promotion of VAST and its services.

**Notes:** All jobs are subject to change from time to time and this job description will be reviewed regularly. The job description is a guide to the work that you will be required to undertake and represents a range of responsibilities in line with the grade for the post. This post is subject to a 3-month probationary period.



## 6. Person Specification

<b>Qualifications</b>	
Full UK driving licence	<i>Essential</i>
<b>Knowledge</b>	
Understanding of the causes and impacts of anti-social behaviours and effective community-based responses	<i>Essential</i>
Awareness of youth engagement strategies	<i>Desirable</i>
Familiarity with equality, diversity and inclusion principles in community settings	<i>Essential</i>
<b>Skills and Experience</b>	
Proven experience in community engagement, social action, or neighbourhood development	<i>Essential</i>
Experience supporting child or youth-focused programmes or activities	<i>Desirable</i>
Strong interpersonal and communication skills, with the ability to build trust and rapport across diverse communities	<i>Essential</i>
Ability to plan, coordinate and evaluate community-led initiatives	<i>Essential</i>
Experience working collaboratively with partners such as local authorities, police, schools and voluntary sector organisations	<i>Essential</i>
Competence in collecting and reporting data, case studies, and impact measures	<i>Desirable</i>
<b>Personal Qualities</b>	
Passionate about community empowerment and social inclusion	<i>Essential</i>

VAST Services (1920)

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Approachable, empathetic, and culturally sensitive	<i>Essential</i>
Proactive, self-motivated, and able to work independently	<i>Essential</i>
Flexible and adaptable to changing community needs and priorities	<i>Essential</i>
Committed to continuous learning and reflective practice	<i>Essential</i>

## Equity, Equality, Diversity & Inclusion (EEDI) and Equal Opportunities Statement

VAST is committed to fostering a workplace culture where equity, equality, diversity and inclusion are central to everything we do. We believe that our strength comes from the diversity of our people, partners and communities, and we are dedicated to creating an environment where everyone feels valued, respected and able to thrive.

We recognise that people have different experiences, needs and barriers, and we are committed to advancing equity by providing the support, adjustments and opportunities individuals require to participate fully. We also promote equality of opportunity by ensuring that no applicant, employee or volunteer is treated less favorably based on any protected characteristic.

In line with the Equality Act 2010, VAST is committed to ensuring that all stages of our employment practices – including recruitment, selection, development and progression – are free from unlawful discrimination. We welcome and encourage applications from people of all backgrounds and lived experiences, including those who are underrepresented in leadership roles across the voluntary and community sector.

We are dedicated to removing barriers, designing inclusive processes, and continually improving our practices to reduce the impact of bias and support fair outcomes for all. This includes welcoming requests for reasonable adjustments during the application and interview process,



enabling candidates to demonstrate their skills and strengths on an equitable basis.

At VAST, everyone is welcome. We celebrate difference, champion inclusion and work to ensure that all individuals feel a genuine sense of belonging as part of our organisation.