

Community Engagement Worker Application Pack

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The Trust for Developing Communities

Registered Address: Community Base, 113 Queens Road, Brighton, BN1 3XG

Company Limited by Guarantee Registration Number: 3939332 | Registered Charity Number: 1106623

Tel: 01273 234 769 | Email: info@trustdevcom.org.uk | Web: www.trustdevcom.org.uk

Welcome Letter

Dear Candidate,

Thank you for your interest in taking in the role of **Community Engagement Worker** with the Trust for Developing Communities – TDC.

TDC tackles inequality in Brighton and Hove through community-led solutions. Our strength-based model of community development and youth work empowers people who experience poverty and exclusion. Each year we work with over 21,000 people and over 300 community groups to come together and take action.

Last year saw the launch of our new strategy – **The Inclusive City**, which sets the priorities and pathway for Brighton & Hove to become a more healthy, inclusive and thriving city and for TDC to become a more healthy, inclusive and thriving organisation.

This exciting post will work with the TDC team to support people in Brighton and Hove to engage in services, activities and community groups to improve health, well-being and confidence, develop new skills, build self-esteem and make connections across their communities.

The role is suited to someone who is confident in sharing information in accessible ways and who enjoys engaging with people and supporting them by connecting them with services and groups.

We welcome applicants from all backgrounds, even if you don't feel like your experience ticks every box on the person specification. While we are looking for some specific skills, we are much more interested in attitude, personal qualities and passion. You will gain great experience in this role working with the broad range of skills within TDC's Communities Team.

I am sure that, for the right candidates, this role will offer a fulfilling working opportunity and the chance to make a significant difference to the people of Brighton and Hove, and beyond.

TDC is absolutely committed to achieving greater diversity within our staff team, and we welcome applications from all.

If you feel inspired by this opportunity, then we very much look forward to hearing from you.

Athol Hallé,
Chief Executive, The Trust for Developing Communities



About TDC

TDC was set up in the year 2000 - ever since our primary focus has been community development work within neighbourhoods experiencing deprivation in Brighton and Hove. We have gone on to develop a broad range of grassroots services supporting young people, excluded communities and older people.

The strong trusting relationships we have built up with communities and partners has enabled us to grow considerably in size and impact over the years. We now employ 60 staff with a turnover of over £2 million. Despite our positive impact, there is much more work to be done to reduce the unacceptable health, social and economic inequalities that cast a shadow across our city.

Our Context Brighton and Hove is a uniquely creative and progressive City, which faces many challenges – there are areas where 43% of our children live in poverty and life expectancy is nine years shorter; whilst across the city we have the fourth highest level of suicide in the country and the second highest number of people sleeping on our streets. This is not ok.

Our Vision is for Brighton and Hove to become a healthy, inclusive and thriving city - free from inequality.

Our Mission is to deliver community-led solutions to tackle inequality.

Our Work

Equalities. We support excluded communities through a broad range of health & well-being and employability & learning projects. These include cancer screening access, employability support, social prescribing; mental health support; training; community learning; and community-led research.

Neighbourhood. We deliver community development work in areas of the city facing high levels of deprivation, with a focus on supporting community-led groups, including specialist work to support older people.

Youth Work. We run youth clubs across the North and East of the city. Additionally, and we deliver individual support to young people around health and well-being and coaching. We also lead the citywide detached youth work programme *Brighton Streets*.

Our Values

- **Community.** *“Together we are stronger.”* Community is at the heart of TDC. When we connect people, organisations and communities together, this builds strengths, improves well-being and reduces inequality.
- **Empowerment.** *“Building community brings social justice.”* The most effective way to tackle inequality is to support people experiencing poverty and exclusion to develop skills, knowledge and strengths, to come together and take action.
- **Inclusion.** *“There is no ‘them and us’ only us.”* We are enriched by the diversity within our communities. We recognise that discrimination exists, and we fight against it. When we proactively support people to participate, including the most excluded and vulnerable - everyone gains.
- **Equality.** *“None of us can truly thrive whilst some of us are in poverty.”* Everyone is valuable, everyone is needed. Tackling economic, social and health inequalities enables everyone to play their full part - which benefits us all.

Community Engagement Worker Job Description

Overview

Job Title: Community Engagement Worker

Hours: 21 to 37 hours per week (work pattern flexible)

Salary Scale: £24k - £27k pro-rata + 6% pension.

Holiday: 25 days a year, plus an extra 3 days at Christmas, and all Bank Holidays. Pro-rata.

Employee Benefits: Flexible working. Employee Assistance Prog. Cycle to Work Scheme

Location: TDC office - Community Base, BN1. With flexible home working as agreed.

Reporting to: Community Development Manager

Objective

To support people in Brighton and Hove to engage in services, activities and community groups to improve health and well-being, develop new skills, improve confidence, build self-esteem and make connections across their communities.

To work with TDC team members to build connections between services and communities so that the voice of community members is heard and can influence the services they receive.

Principal Responsibilities

1. **Work with individuals.** Engage individuals in community and other settings to promote access to services and activities. Share information and gather insight from individuals.
2. **Work with groups.** Attend community group activities to promote access to services and activities. Share information and gather insight from community groups. Provide practical support for colleagues and groups, including setting up spaces & helping with refreshments.
3. **Engagement Interventions.** Through conversations and sharing information support people to engage in services, training, volunteer, gain work experience, and to use their existing skills and qualifications.
4. **Skills development.** Support people to access services and activities to improve their language, financial, digital and other skills.
5. **Promotion.** Actively promote engagement through individual and group support.

6. **Community Outreach.** To link with and attend children's centres, food banks, schools, colleges and other settings to access potential beneficiaries in some of the most excluded communities.
7. **Record Keeping.** Keep accurate and up-to-date records of all project participants to measure outcomes and progress.
8. **Monitoring and Performance.** Provide monitoring and evaluation information as requested. Achieve project targets in a timely manner.

General

1. **Knowledge Sharing.** Stay up to date on developments in the areas relevant to your work – such as NHS guidance or Council advice. Sharing this knowledge, along with updates on the successes and challenges of your work with your line manager.
 2. **Coordination.** Work closely with colleagues to ensure your work combines effectively with delivery within your department and across TDC.
 3. **Ambassador.** Promote TDC's work appropriately. Ensure that you understand the organisation's goals and how your work contributes to them.
 4. **Equal Opportunities.** To implement and promote TDC's Equality and Diversity Policy, ensuring TDC's commitment to equal opportunities and anti-discrimination practice permeates all aspects of our work.
 5. **Safeguarding.** To implement and promote TDC's Safeguarding Policy and Procedures, ensuring a commitment to the protection of children and vulnerable adults throughout all aspects of our work.
 6. **General.** To undertake all other reasonable tasks and responsibilities as requested by your Line Manager.
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Community Engagement Worker

Person Specification

Essential Skills and Experience

1. **Individual support and groupwork.** Ability to share information in an accessible and meaningful way with individuals and groups. Ability to support people to access services in practical ways such as accompanying them to appointments.
2. **Gather insight.** Experience of having guided conversations and gathering insight with individuals and groups.
3. **Targets and record keeping.** Experience of working to-set targets along with accurate record keeping practices.
4. **Independence.** With regular guidance, the ability to work independently, organising, planning, and delivering against own work plan.
6. **Collaborative Working.** Ability to work with TDC colleagues, community beneficiaries and other partners so that our work is jointly developed.
7. **Community Engagement.** Demonstrable commitment to community engagement principles and practice.
7. **Communications.** Ability to share information clearly and to use appropriate IT communication tools and media.
8. **Confidentiality.** Ability to maintain confidentiality appropriately when working with vulnerable people.
9. **Equal Opportunities.** Good understanding and commitment to equal opportunities and experience of working with diverse communities, cultures, and faiths.

Desirable Skills and Experience

1. **Charity.** Experience of working in a charity, social enterprise or similar working environment.
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Application Process

To Apply:

Please email a completed Application Form and an Equal Opportunities Form to TDC on info@trustdevcom.org.uk, stating the role you are applying for.

Supporting Statement. This section of the application form should explain why you are interested in this role with TDC and detail the skills and experience you feel you would bring. The statement should relate directly to the Job Description and Person Specification (maximum 2 sides).

References. Please provide details of two referees. References will only be taken up if a job offer is made and only with prior permission.

Closing Date:

There is no application deadline. We will be accepting applications, processing them and selecting for interview as we go, until the role is filled.

Interviews:

We will let you know if your application is being taken forward within two weeks of receipt. If so, we will contact you to arrange an interview, with the interviews being held at the TDC Office - Community Base, 113 Queens Road, Brighton, BN1 3XG.

If you would like to discuss this role, please contact:

Kirsty Walker, TDC's Director of Neighbourhoods on jowinyard@trustdevcom.org.uk or 01273 234 769.

TDC is committed to achieving greater diversity in its staff team and welcomes applications from people any sex, gender, race, age, sexuality, belief or disability.

Thank you for considering applying.
Good luck!

The Trust for Developing Communities

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For more information please contact:

Jo Winyard jowinyard@trustdevcom.org.uk



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