

## JOB DESCRIPTION

<b>Job Title:</b> Community Engagement and Development Officer
<b>Hours Per Week:</b> 22.5
<b>Pay:</b> £10,800 p/a (from FTE of £18,000)
<b>Contract:</b> Fixed term (Until April 1st 2022) then continued dependent on funding.
<b>Holidays:</b> Standard 25 days pro rata + statutory holidays- In line with contract and annual leave policy
<b>Start Date:</b> ASAP.
<b>Department:</b> Core Team (Invictus Wellbeing Foundation CIO)
<b>Directly responsible to:</b> Operations Manager, Admin Manager
<b>Location:</b> Invictus Wellbeing Head Office, Dean Clough
Other contacts
Internal: Services Director, CEO
Partner Colleagues e.g. CAMHS/EHWB Services, Parents and families
<p>Major Duties:</p> <ol style="list-style-type: none"> <li>1. To get out into the community, spread the word about our services and what we do and establish and maintain relationships with organisations, young people, schools, parents/carers and more.</li> <li>2. To support in the day to day running of the organisation by assisting in operational, administrative and business development duties.</li> <li>3. To contribute to and support our social media strategy and content, promoting the work we do and producing high engagement.</li> <li>4. To be a generally enthusiastic and passionate face of the organisation to communities, businesses and more.</li> <li>5. To engage with young people about their views and experiences and use that information to inform our work and projects, present and future.</li> <li>6. Supporting day-to-day project coordination – including planning, project delivery, administration and responding to tasks</li> <li>7. To manage a busy calendar and project workflow.</li> <li>8. To keep on top of projects, meet deadlines and report back to senior stakeholders when needed.</li> <li>9. Reporting on trends and needs in communities in order to improve and develop support for young people.</li> <li>10. To assist in monitoring and feedback activities for projects and services.</li> <li>11. To keep spreadsheets and administrative processes clean, professional and up to date.</li> <li>12. Ensure that confidentiality is always protected in accordance with confidentiality policy and procedures.</li> </ol>

13. To undertake ongoing professional development relevant to mental health and emotional wellbeing and other relevant skills.
14. To undertake other duties which are commensurate with the role.

**About the role:**

We are looking for a Community Engagement and Development Officer to join our core team at Invictus Wellbeing.

You will engage local residents and stakeholders to help design and deliver a range of projects aimed at improving the mental health and wellbeing of children and young people across Calderdale and Bradford.

You will be an energetic, enthusiastic and proactive person – ideally from Calderdale or Bradford, with experience and knowledge of local areas, organisations and services across the region. You will be responsible for engaging and communicating with people from different backgrounds, and will work with new and existing community groups to spread the message of the charity, improve existing services and create new projects in partnership.

This will involve relationship-building, as well as connecting people with skills, tools and networks. You will have experience working on, or participating in, community projects and a sound knowledge of the services and activities available in the local areas.

You will be highly organised, have a willingness to learn new things and above all be passionate about improving children and young people's mental wellbeing.

We particularly welcome applications from those aged 18-35 and/or applicants from Black, Asian or minority ethnic backgrounds

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## **PERSON SPECIFICATION**

### **Essential experience**

1. Experience working and connecting with organisations, services and different communities in Calderdale and Bradford.
2. Experience/understanding of community projects and partnership working.
3. Experience of balancing time between multiple projects and responsibilities, including responding to volunteers, attending various meetings, and completing administrative tasks.
4. Experience contributing to reports, project plans, and monitoring, evaluation and learning processes

### **Essential skills and abilities**

1. Shares our passion and commitment to improving local children and young people's mental health and wellbeing and lives.
2. Comprehensive knowledge of, and connection to Calderdale and Bradford.
3. Excellent people and communication skills, including relationship-building, networking, social media, and written and verbal communication
4. Hard-working, reliable and organised, able to manage a varied and challenging workload and work well both as part of a team and alone
5. Willing and able to work in different environments, including being office based and spending a large amount of time out and about in local neighbourhoods
6. Comfortable working in an open and flexible way and responding to the changing priorities of the people and contexts you will be working with
7. Ability to learn quickly, respond proactively to challenges and maintain enthusiasm to support local people to make change

### **Desirable experience and knowledge**

- Experience of working or volunteering in the mental health sector.
  - Experience of professional social media use, particularly Instagram.
  - Some understanding and knowledge of charity management and development.
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- Experience of using creative or digital platforms and techniques for community engagement.
  - Experience of reports, presentations, vlogs, blogs and other creative mediums to engage a wide range of audiences.
  - Experience of project development and/or partnership working.
  - Understanding of how grant applications work and how charities raise funds in order to provide services and projects.
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