

Engagement Officer

Job Profile

Location	Paddock Community Trust, with the requirement to travel to all areas across Kirklees to attend meetings and events
Responsible to	Contracts Manager
Salary	£18,278 FTE
Hours	Part time 22.5 hours per week to be negotiated – ideally spread over 3-4 days per week
Contract Type	Fixed Term to January 2022
Probationary period	The post will be subject to a 3-month probation period
Leave	24 days plus 8 bank holidays
Disclosure and Barring Service Check and References	<p>This post will involve access to young and/or vulnerable people as such it is a requirement under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 that you will be required to submit a Disclosure and Barring Service Check</p> <p>Please note any offer of employment will be subject to satisfactory references and the completion of a DBS check. The cost of which will be met by Paddock Community Trust.</p>
Work remotely	Temporarily due to COVID – 19. When safe to do so the role will resume in community locations across Kirklees

This post will involve taking IT equipment to community venues, meeting service users in their local area and working in community environments. Therefore, a driving licence and access to a vehicle during working hours to travel and work across Kirklees is essential.

This role requires flexible working to ensure people and communities are involved and may mean working occasional evenings and weekends depending on the target audience and project.

About Paddock Community Trust

Paddock Community Trust, established in 2001, delivers an extensive range of community services, specialising in adult learning, training and employment support throughout the Kirklees district working with partners in the public and voluntary sectors. Trust services include accredited and informal adult learning, employment support programmes, specialist mentoring, advice and guidance services and particular experience in delivering projects that successfully promote digital inclusion.

Key purpose of the role

The Engagement Officer will be responsible for delivering clear and concise information to the community by working closely with the delivery team to initiate our programmes across the Kirklees area, working closely with partners, community service providers and the third sector.

You will work alongside the Contracts Manager, focusing on outreach and communications across the local area enabling us to connect with residents and support them to engage in provision in learning, volunteering, well-being, and employment.

The ideal candidate will have experience of communications and engagement and will need to be well organised, willing to think creatively and a good communicator. An ability to work independently is key, with experience of managing multiple and varied priorities. You will also have good digital skills, with the ability to shape accessible online communications to engage, inform and entertain our key audiences.

Main Responsibilities

- Working with our Contracts Manager to design stakeholder engagement, consultation and PR strategies and activities across arrange of participant projects
- Leading on the delivery of these strategies, including participant liaison, managing the production of communications materials (print and digital), consultation analysis and reporting
- Managing and organising events
- To build up relationships withing the local area, consulting and involving a wide range of local residents. Focusing particularly on parts of the community who may find it harder to access services or who may benefit significantly from them
- To build strong relationships with other local charities and community groups to ensure opportunities for engagement, ensuring collaborative working wherever possible
- To outreach on behalf of Paddock Community Trust to ensure Kirklees residents are aware of and can benefit from what is available within the community
- To ensure appropriate records are kept of activities to ensure that the benefits and measured and reviewed
- To lead on the communications plan, sharing content and photos on social media in order to build up knowledge of Paddock Community Trust in Kirklees
- To represent Paddock Community trust in local forums and meetings
- Any other duties, as appropriate to the role

Person Specification

You will need to demonstrate in your application and at interview that you possess the essential criteria for this post as detailed below. In addition, demonstration of the desirable criteria will also assist you in your application. Your supporting statement should be concise, explain why you are suitable for the role with particular reference to the job description and person specification.

Key

A = Application

P = Presentation

T = Test

I = Interview

Skills, Knowledge & Experience		
Requirement	Essential/Desirable	Measurements
Experience of working in partnership with a range of communities and stakeholders	Essential	AI
Experience of working with and engaging with a wide range of diverse communities utilising appropriate and varied methods	Essential	AI
Experience and confidence using a range of social media channels, websites, and email newsletters to communicate consistently	Essential	AI
Excellent communication skills, using good listening skills with the ability to engage and create strong and positive connections with diverse communities and a range of stakeholders to promote and deliver the requirements of the role	Essential	AI
Ability to manage own workload and work flexibly in a small team	Essential	AI
Understanding of community involvement and community development approaches	Essential	AI
Experience and confidence to plan and deliver presentations, meetings or events and promote and publicise Paddock Community Trust enthusiastically and effectively to individuals, audiences, community groups etc	Essential	AI
A planned and organised approach with an ability to prioritise own workload in order to meet strict deadlines. Having attention to detail with the ability to work accurately.	Essential	AI
Knowledge of the local area	Desirable	A
Knowledge of the challenges and barriers that can be faced by disadvantaged communities	Desirable	A
Experience of outreach work	Desirable	A
Full Clean driving licence, use of own vehicle with adequate insurance for travel across the whole of Kirklees area during working hours	Essential	A
The ability to travel independently across Kirklees to attend meetings, events, etc including out of core office hours	Essential	A

Application Details

Completed applications should be returned to:

Tasha Clement
Paddock Community Trust
West View
Huddersfield
HD1 4TX

Or emailed to

tasha@paddocktrust.org.uk

If you would like an informal discussion with regards to the role prior to applying please contact Tasha Clement, 01484 431400 or tasha@paddocktrust.org.uk

The closing date for applications is Friday 8th January 2021 at 12pm

The interviews are expected to take place the 29th January 2021

If we have not contacted, you by 18th January 2021 please assume on this occasion your application has been unsuccessful.

We thank you for your interest and time taken to complete the application.

Guidance Notes for Completing the Application Form

The following guidance notes relate to all the sections on the application form. They are intended to help you to complete the application form and it is important that you read them carefully.

Section A

Eligibility to work in the UK; if you are shortlisted, you will be asked to provide evidence that you are eligible to work in this country as required but the Asylum and Immigration Act 1996. We will also ask you to provide evidence that you have a full UK driving licence. We expect clean driving licences where the role requires this skill, however, we will consider all applications.

Section B

Please complete all sections ensuring that you give the name and address of your present/last employer and provide the main duties of the job you currently hold.

Section C and D

Please provide details of your previous employment history as well as any experience or voluntary work you think may be relevant to the role you have applied for. We require a full record of your employment, if there are any gaps these details should be provided.

Section E

In this section you are asked to provide details of any criminal convictions that you may have. We will not discriminate against ex-offenders, and if you give details of previous convictions this will not automatically prevent you from getting the job. We will consider how previous convictions could affect the job you are applying for. These will only be taken into account if the offence is relevant to the work you are doing. This includes driving offences.

Section F

This is your opportunity to tell us about your skills, training, knowledge, and experience that makes you suitable for the job. Remember to use the Job Description and Profile and consider the job you are applying for, what it will entail and why you are interested in the role. Use your past experiences, whether they are in a work, voluntary or personal environment to describe how your skills, experience, knowledge, and competencies make you a suitable candidate for this job.

Section G

The referees listed on the application form must be one of your most recent employer (if applicable). We will contact your current employer after a conditional offer has been made.

Section H

Providing false information or knowingly omitting or concealing any relevant fact about your eligibility for employment will result in your name being withdrawn from the list of candidates. If such a discovery is made after you have been appointed, then you will be normally dismissed.