

Community Engagement Manager

Job Profile

Location	Paddock Community Trust, with the requirement to travel to all areas across Kirklees to attend meetings and events
Salary	£25,000 – £28,000 per annum
Hours	Full time 37 hours per week
Contract Type	12 Month Fixed Term (with a possibility to extend, depending on funding)
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 is an innovative and award-winning charity, established twenty years ago, which delivers an extensive range of community services across Kirklees, particularly in the most deprived communities.

Working with a very wide range of partners in the public and voluntary sectors, we specialise in providing employment support, training, and well-being services throughout Kirklees. We also have an active volunteering programme.

Recent projects include addressing digital exclusion across the district, supporting the community response to the Coronavirus pandemic, and delivering national and locally funded English for Speakers of Other Languages (ESOL) training programmes.

We are partners in the Kirklees-wide Works Better programme which supports people into work through one-to-one mentoring and group work.

Our organisation has achieved national and local recognition for its work including the national Investors in Volunteers quality mark, the UK Online Centres National Community Centre award, the Huddersfield Examiner Community Project of the Year (2020) and the British Council ELTon Award for Local Innovation in our ESOL programme.

Paddock Trust also contributes to wider Kirklees strategic decision making in digital inclusion, ESOL, community adult learning, employment support, well-being, and poverty issues.

Key purpose of the role

The Community Engagement Manager will act as a champion for our complimentary range of community support programmes across Kirklees, providing clear and concise information through a variety of communications channels.

The Community Engagement Manager will take responsibility for increasing the visibility of our services through social media activity, outreach work, building and developing local networks and establishing new links with community-based groups. Working closely with the Trust's delivery team, the Community Engagement Manager will develop increased awareness and understanding of our services through effective engagement with organisations, local employers, service users, partners, and wider stakeholders.

The aim is to engage and retain more people in the learning, well-being, volunteering, and employment opportunities we provide.

This is a new role for our organisation. Ideally, the successful candidate will have a background in communications and community-based engagement and will need to be well organised, willing to think creatively and an excellent communicator. An ability to work independently is key, along 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

- Assist in the management and supervision the Paddock Community Trust volunteer team to ensure they play an effective role our community-based activity.
- Support the management, delivery, and monitoring of small-scale community projects throughout Kirklees, working closely with our partners, residents, and local agencies.
- Create and 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
Proven track record in project management work with experience in the charity sector, or with demonstrable transferrable experience from another sector, covering the development, planning, and delivery of day-to-day project management.	Essential	AI
The capability to collect, analyse and use data to drive and improve services	Essential	AI
Experience of supporting volunteer led projects	Desirable	AI
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 of communication on behalf of an organisation using a range of channels including 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
Excellent IT and administrative skills.	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
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

info@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 info@paddocktrust.org.uk

The closing date for applications is Friday 7th May 2021 at 12pm
The interviews are expected to take place the week commencing 17th May 2021.

If we have not contacted, you by 10th May 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 by 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.

