**Job Description**

**COMMUNITY ENGAGEMENT OFFICER**

**ASSET BASED COMMUNITY DEVELOPMENT FUND (ABCD)**

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| **Hours:** | 21 per week |
| **Reporting to:** | Contracts Manager |
| **Project:** | ABCD |
| **Based:** | Harehills |
| **Salary:** | £25200 per annum pro rata (actual salary £15120) |

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| **MAIN PURPOSE OF THE POST:** |
| As a Community Engagement Officer, through the Asset Based Community Development (ABCD) project, you will work with the local community, businesses, stakeholders and partners in selected areas of Harehills to build trust and relationships.  The Community Engagement Officer (known locally as a Community Builder) will identify, and work with the community to bring about the change they want to see.  The Community Engagement Officer will focus on engaging the skills, knowledge and talent of local residents through positive relationship building. This will identify, engage and motivate volunteer connectors from the local community (Community Connectors) who will lead positive change.  As an independent self-starter, you will understand how to work collaboratively and how to engage and bring together residents in the Harehills area. |
| **DUTIES TO:** |
| * To identify and bring together Community Connector volunteers in Harehills. These are the people who may live in the area or have strong links with residents of the area. * Develop excellent relationships with local people, businesses, stakeholders and partners and build links to raise awareness of the ABCD approach. * Work with the local community to create opportunities where people can come together to share their thoughts and ideas. * Use a range of participatory methods and techniques to ensure the identification and development of ABCD in the area is inclusive of, and appropriate to, the needs and diversity of under-represented and excluded people. * Provide training and support for Community Connectors, individually and in groups, to ensure they have the right skills to themselves connect with other members of the community. * To support distribution of a ‘Small Sparks’ fund, to help get residents ideas off the ground. * Asset Map local resources, activities, groups and services that are used/have potential for community benefit. * To work with the local community to showcase their journey and celebrate their achievements through a variety of methods such as social media/ other marketing and through ‘Celebration Events’. * Prepare and maintain accurate work plans, reports, risk assessments and monitoring and evaluation as required |
| **GENERAL:** |
| * Attend internal and external meetings and other key functions as required. * Undertake training for professional development. * Support all the projects where required to ensure full delivery across all Learning Partnerships’ contracts. * Uphold existing and new relationships in a professional manner with community partners, funding bodies and external agencies. * To behave in a professional and appropriate manner at all times as a representative of Learning Partnerships * Liaise closely with line management. * Any other duties which are commensurate with the post |