



JOB DESCRIPTION

JOB TITLE: Community Engagement Worker – Cultural Awareness

SALARY/HOURS: £20,703 pa for 37 hours pw (part time hours considered)

RESPONSIBLE TO: Cultural Development Manager

RESPONSIBLE FOR: This post is not responsible for any staff

HEAD OFFICE BASE: Community Voluntary Services Tendring (CVST)
Headquarters at Community Information Centre, 20-22
Rosemary Road, Clacton-on-Sea, Essex, CO15 1NZ

DURATION: This post is funded for 2 years

PURPOSE OF THE POST:

To engage our local community and ensure that people from minority ethnic backgrounds have equal access to health and support services. Building a strong partnership between health and supporting services to improve the quality of life/ health care for minority ethnic communities.

Working at the heart of our communities, and with an 'ABCD' approach, you will be identifying and supporting individuals who might need extra help to access health and community services. As a member of the Cultural Awareness Team, you will be looking to co-produce activities with individuals and groups in order to achieve a positive impact in their lives and further develop their sense of wellbeing and belonging

Community Voluntary Services Tendring (CVST) has a long history of empowering and providing support to local people to improve their health and wellbeing, helping them to navigate the maze of local support and services and making a tangible difference to their lives leading to reductions in loneliness and isolation, increasing levels of physical activity, improving their management of long-term health conditions and increasing their skills and knowledge.

This new 2-years project will specifically focus on empowering and supporting people from minority ethnic communities across Tendring to ensure equity and equality of access to services and support. We are looking for people who reflect the diversity of our nation today, to help us develop and make our offer more relevant to the people, and community we serve. People from Black, Asian, and Ethnically Diverse backgrounds are under-represented in our workforce, so we particularly encourage applications from people in these groups.

MAIN DUTIES:

1. Engage with local residents in an 'Asset Based Community Development' approach, building trust and relationships and strengthening networks in order to achieve the following:
 - Developing and supporting the creation of a Health & Wellbeing community Forum Encouraging trust among health service providers and minority ethnic communities in a supportive and protective environment.
 - Involving communities and families in the communication/ consultation process. Listening, hearing and understanding the issues. Allowing open discussions about concerns or religious/cultural context will increase understanding and provide new ways of working to improve access to services.
 - Developing and supporting minority ethnic community leaders to have a seat at the table and lead discussions, which will strengthen identity and community cohesion.
 - Sharing intelligence gained from this programme with service providers, the wider sector and health professionals to influence policy and practice
2. Empower, support and facilitate members of the local minority ethnic community to hold community and health related events, awareness days or sessions
3. Assist in the promotion and marketing of the project
4. Work to the Asset Based Community Development principles focusing on what is strong and **not** what is wrong, putting people in the lead, encouraging, empowering and facilitating new community activities to be formed and provide support as required.
5. Facilitate in the identification and research of existing, emerging and new local community assets.
6. Work with the Cultural Awareness Development Manager to enhance and establish relationships with community groups, external agencies and partners and identify and make links with those groups and agencies that are not currently known to CVST.
7. Identify training needs within local communities and establish accredited and informal training opportunities for minority ethnic community leaders and beneficiaries to develop their skills and increase volunteering and job prospects.
8. Using internal processes and monitoring systems, monitor the progress of participants and work closely with the Evaluation and Monitoring Officer to ensure that all data is accurate, up-to-date and available for the on-going evaluation and reporting of the project.

9. Undertake any other general office duties as may be required from time to time

GENERAL:

To work collaboratively and in partnership with all other CVST projects working towards the aims and objectives of the organisation as a whole. Attend training in consultation with your line manager to improve and develop skills in line with the requirements of the job. To take part in the staff performance and development review process.

To be aware of the responsibilities connected to confidentiality, data protection and sensitive information within the organisation. To adhere to all of CVST's operational policies and procedures including but not limited to Equal Opportunities, Financial Systems and Health and Safety.

CVST reserves the right to amend this job description as necessary, after consultation with the post holder to reflect changes in or to the job.

COMMUNITY VOLUNTARY SERVICES TENDRING

COMMUNITY DEVELOPMENT OFFICER (BAME)

PERSON SPECIFICATION

	Essential	Desirable
Education & Qualifications	<ul style="list-style-type: none"> ▪ Good standard of education ▪ 5 GCSEs including Maths and English to grade C or above or equivalent. 	<ul style="list-style-type: none"> ▪ Community Development qualification ▪ Sociology qualification
Specialist Knowledge & Skills	<ul style="list-style-type: none"> ▪ At least one year's community engagement experience and knowledge of community development principles ▪ An understanding of the principles of equal opportunities and a commitment to implementing them in all aspects of the job Knowledge and experience of using Microsoft applications. ▪ Experience of supporting members of Black, Asian or ethnically diverse communities Knowledge and experience of barriers faced by members of multicultural or ethnically diverse communities to access services and services providers Knowledge of consulting and working with a diverse group of people 	<ul style="list-style-type: none"> ▪ Experience of working in the voluntary and/or public sector. ▪ Marketing and promotion skills
Interpersonal & Communication Skills	<ul style="list-style-type: none"> ▪ Excellent verbal and written communication skills ▪ Ability to engage with people at all levels ▪ Ability to motivate and inspire through effective communication ▪ Excellent interpersonal skills and the ability to integrate well as part of a team ▪ Positive attitude to learn and self-development 	

Initiative & Independence	<ul style="list-style-type: none">▪ Ability to work on own initiative Excellent organisational skills <ul style="list-style-type: none">▪ Open and flexible attitude to new developments	Ability to plan own workloads and adopt a project management approach to delivery
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