

JOB DESCRIPTION

Job Title: Community Engagement Officer

Responsible to: Director

Location: Centrala Space and Birmingham-wide outreach

Weekly Hours: 22.5 h/per week

Pay: £24,000 p/a pro rata

Position Type: Temporary until 30 September 2021

Application deadline: 1/5/2021

Interview date: 4/5/2021

Purpose of Job/Key objectives:

We are looking for a committed and ambitious person to join our team at the Centrala to deliver Community Engagement project to support Central and Eastern European migrant communities facing COVID related hardship.

The key role objective is to provide outreach, identify the needs and coordinate appropriate response. The role includes online and in-person delivery in accordance with safety regulations. Examples of responses include, online information sessions, community and neighbourhood events, liaison with existing services, signposting, building partnerships and networks, but the role will require a flexible approach depending on fast changing circumstances.

The ideal candidate will have a knowledge and understanding of Central and Eastern European cultural background, migration issues and will speak at least one of the CEE languages: Polish, Romanian, Bulgarian, Lithuanian, Latvian, Czech, Slovak, etc.

In addition, this post will include pro-active outreach as well as recruitment and day-to-day oversight and supervision of volunteers as the duties and circumstances require, as well as seeking development opportunities.

Principal Duties

- To work with Centrala team and existing practice to identify needs of CEE communities and to plan and deliver tailored response
- To deliver community engagement activities including cultural awareness, family support, neighbourhood, and community cohesion activities
- To coordinate and deliver series of online information sessions regarding coping with COVID, vaccinations, welfare and mental wellbeing
- To identify and pursue opportunities to engage CEE community with activities that reduce isolation and improve mental health
- To develop CEE Migrant Community Forum(s)
- To support existing awareness campaigns regarding migration in the UK
- To work with senior managers to measure outcomes and impact
- To build relationships with key partners
- To take part in network and partnership meetings
- To represent CEE migrants' voices and needs

General

- To attend regular Project and Team meetings
- A certain level of flexibility regarding availability during weekends and evening is required depending on the events
- To carry out duties in accordance with Centrala's Equal Opportunities, Access, Employment, Health and Safety and Inclusion Policies
- To carry out any other duty as directed by the line manager, in accordance with the level of the post

Marketing and information assistance

- preparing information for monthly newsletters
- contributing to Centrala's marketing strategy and activities
- updating social media with current activities, events, and campaigns

Required Skills and competences:

- Ability to build effective working relationships with others to ensure efficient and successful operations
- Ability to work effectively with other people, develop relationships and networks
- Support other people in their work
- Monitor and maintain a safe, healthy, and secure working environment
- Review workplace assessment of risk
- Plan your work efficiently to meet requirements of the project delivery
- Identify and agree own development needs
- Undertake training as appropriate
- Implement and review a personal development plan
- A good understanding of principles of community engagement and migrant integration
- A commitment to, and knowledge of Central and Eastern European culture