# Job description and Person Specification

# Community Champions Project Co-ordinator

**Job title:**  Community Champions Project Co-ordinator (Kentish Town)

**Salary:**  £29,424

**Hours:** 35 hours per week (jobshare is possible)

**Employed by:**  Elfrida Rathbone Camden

**Responsible to:**  Family Services Manager

**Location:**  Elfrida Rathbone Camden, Kentish Town

**Job purpose:**

The Community Champions programme in Camden has been set up to build on the strengths, skills and knowledge of local communities, by recruiting local people as volunteers to tackle inequalities, improve health and wellbeing and address local issues of concern. The Community Champions Scheme in Camden is funded by Camden and Islington Public Health.

Elfrida Rathbone Camden has been selected to deliver the Community Champions project in the Kentish Town area by recruiting local people as volunteers who will engage and support vulnerable individuals, families, and community groups.

The focus of the project will be given on the Kenbrook, Torriano, Peckwater and Oseney estates.  The Community Champions can reach out to the community in different ways including surveys and focus groups. The Champions will meet people in the streets, knock on their doors and talk to them regularly and can use the rich insight they hear from residents to work with commissioners and other professionals to influence services and their local environments. The Community Champions also support residents in making informed choices about a range of issues linked to their health and well-being through organising fun, engaging events and activities.  The successful candidate will be confident in engaging with the local community both on the streets and online and will be able to successfully deliver the project within any future restrictions that may arise from COVID-19.

**Job description**

1. To manage and co-ordinate the Kentish Town Community Champions programme so that it improves the access of local residents to knowledge and information about health and social care services and issues.
2. To recruit and support community members to become Community Champions who will enable residents on the Oseney, Kenbrook, Torriano and Peckwater estates to get involved in local programmes, activities and healthy lifestyle programmes.
3. To ensure the Community Champions scheme can support specific families with information and advice around healthy eating, cooking, and physical activity.
4. To identify or deliver continuous professional development for volunteers that will enable them to signpost members of the community to appropriate services and support a range of volunteer-run activities and events e.g. information sessions and specialist training workshops on health and well-being.
5. To maintain accurate data about community champion involvement and volunteers’ support/activities, using existing data systems, and ensuring sensitive data is kept safely and in compliance with GDPR.
6. To develop links and work with key partners including GPs, early years settings and schools, the health visiting service, community centres, the Early Help Service and council employment support services across Camden to reach a wide range of community members.
7. To liaise and work in partnership with other Community Champions projects based in Camden.
8. To manage project budget and maintain records of expenditure.
9. To support the development and evaluation of the Community Champions scheme and other relevant volunteering programmes

**ADDITIONAL:**

1. To identify and report any safeguarding concerns, and always follow Elfrida Rathbone Camden’s Vulnerable Adults and Safeguarding Children policies and procedures.
2. To always follow Elfrida Rathbone Camden’s Confidentiality, Equality and Diversity and Health and Safety policies and adhere to any other relevant organisation procedures.
3. To undertake training and constructively take part in meetings, supervision, seminars, and other events as part of the effective development of the post and post holder.

The post holder will be required to attend occasional evening or week-end activities, for which time off in lieu can be taken.

**Person specification**

Experience and knowledge

1. Significant experience of project work in neighbourhoods to support residents to develop their potential.
2. Experience of supporting volunteers in service design and delivery.
3. Significant experience of providing information, advice, and assistance to service users from a diverse range of backgrounds
4. Experience of delivering services in diverse communities to support families and people in need of support
5. Experience of promoting and supporting people to access healthy living programmes and activities
6. Experience of successfully establishing systems to involve parents or community members in shaping, promoting, and evaluating services, including developing peer-led approaches.
7. Experience of training or supporting the learning of adults

Knowledge / Skills

1. Strong understanding of and commitment to the protection and safeguarding of children and young people, and/or vulnerable adults.
2. Knowledge of the network of statutory and voluntary sector services available to Kentish Town residents, and how to gain access to that network.
3. Commitment to working within an equality and diversity framework, and towards addressing barriers preventing access, inclusion and participation for service users.
4. Excellent communication skills in engaging with service users and professionals including good written and spoken English. The ability to write clearly and produce information for the public, action plans/strategies and other work-related documents.
5. Good level ITT skills, with an ability to use Microsoft Office software to communicate and manage appointments and data. Good knowledge of on-line communications, including social media, and how these can be used to link with community members.

**Desirable**

1. Knowledge of community engagement and empowerment processes and outreach methods
2. Relevant qualifications in any of the following: social care, community work, social work, adult education, advocacy

This role will require you to obtain a satisfactory Enhanced clearance from the Disclosure and Barring Service