

**Community Engagement Coordinator
Job Description and Person Specification**

Post Title:	Community Engagement Coordinator
Project:	SAMAS (Support, Advice, Mentoring, and Advocacy Service)
Location:	Bedford Borough / Central Bedfordshire
Salary Scale:	up to £32,000 per annum (dependent on experience)
Hours:	37.5 hrs per week
Length of Contract:	Permanent
Responsible to:	Head of Delivery

Community Led Initiatives CIC have been delivering SAMAS (Support, Advice, Mentoring and Advocacy Service) across Bedford Borough and Central Bedfordshire since April 2016. The purpose of the project is to provide support and guidance to people who are in recovery from drug and alcohol misuse across the county, helping them to reconnect with their community and rebuild their lives.

Our approach is to encourage people to identify their own strengths, skills, abilities and potential. We believe in the importance of relationship building and use one to one mentoring and group activities to support people both practically and emotionally. This successful approach has led to the expansion of the project and we are looking for a Community Engagement Coordinator to join our team.

Job Summary

- To coordinate the continued development of the Bedfordshire Recovery Community.
- To work with staff, service users and volunteers to develop a range of activities which meet the needs of people in recovery from alcohol, substance misuse, mental ill-health etc.
- Ensure opportunities for service user involvement, volunteering and peer mentoring remain integral to the service.
- Expand the range of opportunities for people with lived experience of addiction to support the development of local services.

Organisational Relationships

- Responsible to the Head of Delivery.
- Work alongside and develop effective relationships with stakeholders across Bedfordshire.
- Responsible for supervision of the Volunteer Coordinator and GROW Trainee Group Facilitators.

Main Duties

- To coordinate the development of activities which actively promote positive recovery across Bedfordshire.

- To coordinate the delivery of recovery focused groups, mutual aid and structured programmes across Bedfordshire or signpost service users to other services.
- To be responsible for the recruitment, supervision and performance of your team.
- To support the development of recovery networks across Bedfordshire.
- To maintain excellent working relationships with a range of professionals from partner agencies, ensuring clear referral pathways and effective communication is always in place.
- To oversee the development of professional, voluntary and peer networks which can help to expand the range of support and mutual aid activities our service users can participate in.
- To be an active member of the service team attending meetings and training events as necessary.
- To ensure that the project promotes and reflects equality of opportunity and diversity at all levels.
- To represent CLI at local events and partnership meetings.
- To maintain highly effective administrative and reporting processes, including the collation of performance data.
- To be able to work flexibly when necessary to meet the demands of the project.

Other

- Seek to improve his/her own performance, contribution, knowledge, skills and participate in training and developmental activities as required.
- Comply with Health and Safety policies and procedures.
- Ensure the implementation of CLI's policies and procedures.
- Carry out such other relevant duties, as required.

Person Specification

CRITERIA	ESSENTIAL	DESIRABLE	ASSESSMENT
Experience/Skills/Knowledge	<p>Experience of building and maintaining strong relationships with a range of stakeholders</p> <p>Good administrative and IT skills and the ability to maintain records effectively</p> <p>Lived or learned experience of the common issues faced by people with alcohol / substance misuse problems</p>	<p>Experience of delivering training or events.</p> <p>Knowledge of local support services and the interventions they offer.</p> <p>Experience of developing projects for people facing challenges in their life.</p>	A, I.
Personal Attributes	<p>Strong belief in change and a desire to support people to make positive lifestyle choices</p> <p>Flexible and responsive approach</p> <p>Empathy and understanding of the issues faced by the people we support</p> <p>Willingness to learn and develop own knowledge and practice</p> <p>Good communications skills</p> <p>Team player, Positive, enthusiastic "can do" attitude</p>		A, I

CRITERIA	ESSENTIAL	DESIRABLE	ASSESSED
Other	<p>Current driving licence, use of car and appropriate business use Insurance</p>		A

Key: A – Application Form

I – Interview

E – Practical Exercises

Recruitment of Ex-Offenders Policy

This policy applies to paid employees of Community Led Initiatives CIC (CLI) and volunteers who volunteer directly with Community Led Initiatives and its associated projects.

- As an organisation using the Disclosure and Barring Service (DBS) checking service to assess applicants' suitability for positions of trust, CLI complies fully with the Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a DBS check on the basis of a conviction or other information revealed.
- CLI is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.
- We have a written policy on the recruitment of ex-offenders, which is made available to all DBS applicants at the outset of the recruitment process.
- We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.
- A DBS check is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a DBS check is required, all application forms, job adverts and recruitment briefs will contain a statement that a DBS check will be requested in the event of the individual being offered the position.
- Where a DBS check is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover, to a designated person within CLI and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.
- Unless the nature of the position allows CLI to ask questions about your entire criminal record, we only ask about 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974.
- We ensure that all those in CLI who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.
- At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment or opportunity to volunteer.
- We make every subject of a DBS check aware of the existence of the Code of Practice and make a copy available on request.
- We undertake to discuss any matter revealed in a DBS check with the person seeking the position before withdrawing a conditional offer of employment.

Having a criminal record will not necessarily bar you from working with CLI. This will depend on the nature of the position and the circumstances and background of your offences.