



VICTORIA CENTRE

JOB DESCRIPTION

POST OF:	PROJECT WORKER - COMMUNITY ENGAGEMENT
RESPONSIBLE TO:	Victoria Centre Projects and Fundraising Officer
SALARY:	£1,466 pcm (Gross)
HOURS OF WORK:	37 hours p/w – (we are also open to Job Share applications - Includes occasional unsocial hours)
CONTRACT LENGTH	Temporary to 31 st March 2021, but may be extending if funding is available
WORK AREA	Projects and Fundraising Team

About Victoria Centre and This Role

Victoria Centre is a Community Centre based in the most ethnically mixed area of Wellingborough, which has been operating successfully for over 40 years. We offer services and facilities for the many people and diverse communities across the town.

We provide Childcare services, hire out affordable meeting spaces, and support people to access a diverse range of education, health, drama, arts, sports, social and dance activities, keeping mind and body stimulated and healthy. We also offer advice and support for individuals and families via our new arrivals service to people where English is not their first language

Active advocates of equality across all aspect of our lives, we also support personal development and champion community cohesive. In response to the COVID crisis we have been co-running the ONE WELLINGBOROUGH (1W) urgent support service and now the 1W Plus Community Resilience project, which aims to help people learn new skills to better cope with the present situations and become more sustainable and resilient as people and communities.

A long tradition in community engagement, we see the person doing this role offering the opportunity for to get back to the heart and mission of Victoria Centre, listening to people and communities and helping us plan and meet our needs, together. We have recently received funding via National Lottery Community Fund and Power to Change CCLORS project to help us make this happen.

Job Description – Summary

In support of Victoria Centre's many community projects, you will begin to engage with various BAME and minority communities (such as Disabled people and people who identify as LGBT) from across Wellingborough and help build, or re-build, a sense of community and cohesion across our area, re-invigorating Victoria Centre's role as a leading champion of Community action.

DUTIES:

(1) Begin the process of identifying and 'mapping' local community and faith groups, and creating a log of each contact and group and how they help in our area



- (2) Make contact with leading groups, and find out more about their actions and their members needs generally and in respect of the COVID crisis
- (3) Engage with the leaders of local organisations and projects, such as the Safer Streets Project, 1W Project, 1W Plus Community Resilience, ASHA Deep, Daylight, and many more, and find out how we can help to support them in their work to help our community
- (4) Working alongside other Victoria Centre Project Workers, the Projects and Fundraising Officer and Centre Manager, providing research and administrative support to any of the projects we are running, particularly to enable greater connection with local people to help them access local services and take part
- (5) Work alongside colleagues from Dostiyo and our ICNA Service to better engage with residents in Wellingborough who identify as BAME, and provide or access language support to help people whose first language is not English, to identify their needs and access local services (this includes those who use 'Sign Language or Easy Read')
- (6) Take direction from the VC Projects and Fundraising Officer and or from VC Centre Manager as required, and support in the collection and storage of data to show individual and community needs, creating surveys and monitoring forms to collect and log this information
- (7) Assist in the recruitment of Volunteers to support Victoria Centre's (and our partners) various project, and look to enable greater participation in community activities or leadership by people who are often excluded (BAME, disabled, LGBT, Young people)
- (8) Alongside all colleagues take part in the delivery of basic health and safety actions, as well as specific Covid-19 distancing and safeguarding training, ensure all volunteers registered with Victoria Centre are DBS checked
- (9) Support the promotion all Victoria Centre projects and engage with people, groups and partners wishing to join in and take part, encouraging them to share their ideas and initiatives as well as working jointly to support people and communities
- (10) Produce a Community Newsletter to help keep Members, Individuals, Partners, and residents informed about the work of Victoria Centre and other organisations in our area and how they can take part. Also support the promotion on Victoria Centre membership across our diverse communities
- (11) Carry out any other duties to support the wellbeing of Victoria Centre, our staff, Trustees and Volunteers, and fully comply with all legal requirements around data protection and sharing, in line with GDPR requirements.
- (12) Promote Victoria Centre as a key community partner and proud advocate for equality, diversity and community cohesion, and uphold all health, safety and COVID prevention actions

MAIN PERFORMANCE CRITERIA, the successful candidate will have....

- (1) Produced a log (using an Excel or similar) of all community, faith groups and other thematic sports groups in our area logging keys contacts, and have kept this up to date
- (2) Created various community surveys, analysed the data and begun to get a better picture of the needs of people from the minority and diverse communities / groups in our area
- (3) Begun to offer support and a listening ear to groups – holding a number of discussion sessions – using MS Teams or Zoom if required



- (4) Created a list of people from local minorities keen to volunteer or take on action to help improve our community and their experience of it, and co-led a number of community actions
- (5) You be able to demonstrate that you have supported in the achievement of main outcomes of 1W Plus project and helped people form excluded groups to join in
- (6) You will have regularly produced and disseminated a Community Newsletter and supported the sharing of information about Victoria Centre via local general and social media platforms
- (7) You will be able to show you have acted as an advocate for the Centre, as well providing ideas to help us diversify our support and help raise funds or access grant income
- (8) You will have significantly contributed to the understanding of the needs and requirements of people in our community who are often excluded
- (9) You will have kept good records across all your activities and regularly updated the Projects and Fundraising Officer and Centre Manager about your work

Key Qualifications and Experience Required.....

1. Have a good command of English and general qualifications to at least NVQ3 level or equivalent acquired skill and experience through work or volunteer activities
2. Has a board awareness of people and communities needs within Wellingborough
3. Have a qualification in Youth work and or Community Engagement or more than 2 years of practical / lived work experience
4. It would be desirable if you are able to speak or communicate in a number of languages other than English, and have some awareness of Sign Language and Easy Read
5. Being friendly with a courteous and engaging manner, you will need to have a minimum of 1 year project work and volunteer support experience
6. You should be proficient in using a broad range of IT packages including MS software such as Word, Excel and Powerpoint as a minimum, and in using the cloud based storage systems such as MS or Office 365.
7. Proficient in the use of general and a broad range of social media
8. You can use spreadsheets to gather and record project data and communicate this effectively to others and use MS Word to produce project reports and MS Powerpoint (or similar) to produce project presentations
9. Experience of having worked in the voluntary sector would be desirable
10. Have excellent communication, research and engagement skills, as well as project monitoring and reporting experience
11. The ability to work as an effective and flexible team member and a willingness to accept ad-hoc work requests and perform to a high standard
12. Be Flexible, determined, reliable and committed to developing your skills
13. Demonstrate a commitment to equality and diversity and how to implement this in every area of your work
14. Be willing to be DBS Checked (Data Barring Service) to an enhanced level



15. Have an understanding the importance of maintaining confidentiality, and up holding all safeguarding requirements particularly as the GDPR regulations require
16. Given the COVID 19 situation, you must have a good awareness of COVID 19 and its likely implications on our business and how we need to support Children safely

30th November 2020

METH

This role is funded by

