

## Job Description

Post title:	Community Activator
Hours of work:	18 hours weekly, flexible hours to be agreed (some evening and weekend working may be required)
Salary:	£29,400 (pro-rata) annually
Contract:	12 months (upon completion of a satisfactory 3 month probation period) with potential for extension, subject to further funding
Responsible to:	Community Engagement and Action Officer
Location:	Medway Voluntary Action, Chatham

**It is anticipated that the post holders will spend significant periods of time within communities**

### Aims

To promote the *Award winning* and innovative Community Health Catalyst programme in a specific geographic areas in Medway. Engage, encourage and energise local people to get involved with the programme and to support them through the process to achieve their best possible outcomes.

We are looking for a driven and motivated individual with innovative ideas, and a passion for working with local communities and who would like to be part of a growing campaign to reduce inequalities.

The successful candidate will be dynamic and flexible and committed to offering accessible and inclusive support to work alongside communities and people from all walks of life.

### Responsibilities

#### Activation

- Be a positive role model who builds good rapport with people within our target geographic area - especially those who are currently disengaged, inactive or from marginalised communities.
- Research and develop a database of local stakeholders to contact to help engage and promote the programme at the hyper-local level.
- Use a variety of means to reach out to community members, such as digital tools, including social media platforms and traditional media
- Give effective presentations to engage community members/groups.
- design and execute locally based community engagement and activation plans, activities and events.
- work across the local area to build community alliances that bring together hyper-local stakeholders and influencers to collectively promote the community health catalyst programme.
- Build ties within the community by identifying ways to reach out to the vulnerable or underserved population
- Bring together a group/s of individuals empowered and motivated to engage with the Community Health Catalyst programme.

- Responsible for supporting the implementation of the community health catalyst strategy on the ground.

### **Listening**

- Promote listening activities and encourage local people to attend them
- With the support of line manager, deliver listening activities.
- Empower local people to attend listening activities by identifying and removing any barriers (e.g. expenses, times, access) to participating

### **Action**

- Develop and deliver the 'Local Asset Signposting and Solutions Plan' and the potential benefits for local community members.
- Empower local people to individually engage with the 'Local Asset Signposting and Solutions Plan' and to pursue any relevant opportunities.
- Identify and remove individual barriers (e.g. travel costs, VCS activity fees) to local people participating in the 'Local Asset Signposting and Solutions Plan'
- Identify and support local people and VCS groups to engage with the Community Chest funding opportunity.

### **Quality assurance, monitoring and reporting**

1. Undertake quality assurance checks in relation to activities and events delivered through the programme
2. Undertake outcome monitoring assessments/surveys
3. Maintain records in line with programme requirements and key performance indicator criteria.
4. Develop case studies/good news stories from the programme – share these with partners, commissioners and the media to promote the programme and help raise the profile of individuals who could be role models for other local people.
5. Undertake baseline and end of programme outcome (wellbeing etc) assessments with participants.

### **General**

1. Work with the wider Community Health Catalyst team and hosting organisations to maximise opportunities to meet outcomes and optimise efficiency and effectiveness.
2. To work within the framework defined by the MVA/SCVS Equal Opportunities, Safeguarding and Health and Safety Policies
3. To attend support and supervision sessions with your line manager
4. To attend training relevant to the role and agreed with your line manager
5. To perform additional duties that fall within the scope of your role as delegated by your line manager or the Chief Executive

## Person Specification

	<b>Essential</b>	<b>Desirable</b>
<b>Experience</b>	Generating interest and enlisting community participants through effective engagement and recruitment methods	Community organising experience
	Experience in monitoring and evaluation techniques	Quality assurance auditing experience
	Experience of networking effectively with a range of stakeholders	Experience of promoting a new service and engaging a range of potential cross sector stakeholders
	Coordinating the planning and delivery of events	Experience working within the Voluntary and Community Sector
	Co-development of activities/initiatives	Creating Press Releases and other promotional content
<b>Knowledge</b>	Knowledge of the needs of potential communities we are aiming to recruit to the programme	Knowledge of Population Health Management and Health Inequalities
		Familiarity with the target geographic area
<b>Skills</b>	Well-developed ICT Skills; able to use a number of software packages	Ability to manipulate data for reporting purposes
	Good fact finding and mapping skills	
	Confident using digital platforms (e.g. social media, e-newsletters) to promote and engage activities	
	Excellent written and verbal communication skills, including report writing, presentation skills and negotiating skills.	
	Able to prioritise and manage a complex and varied work load	
<b>Personal</b>	Understanding of equality and diversity	Interest in community development and its value to Medway & Swale
	A genuine interest and commitment to the value of community engagement and empowerment	
	Commitment to quality, responsibility, high work standards and initiative	

	Flexible approach to working hours, and working in a team or individually unsupervised	
	An understanding of confidentiality and data protection	
	Excellent networking and interpersonal skills	
	Self-starter with drive and passion; and an enthusiastic and positive mental attitude	
	Ability to travel independently within the service area	