



Post title: Community Connector

Hours of work: 37 hours per week, flexible to the needs of the contract

Salary: £28,500 per annum

Duration: 12 months (with potential extension of a further 12 months)

Responsible to: Programmes Manager

Location: Based at MVA, Chatham

Purpose of role: To engage, encourage, energise and connect with local residents and organisations, through outreach and relationship building. By gathering insights to inform and shape the future work of Medway's Sport England funded place programme, this role will enable local people to be involved in identifying new opportunities to achieve their best possible outcomes by embedding physical activity into daily life.

Main Duties

- Be a positive role model who builds good rapport with people within the targeted geographic areas – particularly those who are currently inactive, disengaged and/or from marginalised communities.
- Establish and maintain strong connections within the community, identifying ways to reach out to the vulnerable or underserved populations, fostering trust and collaboration within the community.
- Work with Voluntary and Community sector organisations and groups to help ensure a diverse range of communities are engaged with the project/s; particularly the most under-served communities.
- Support the Place Partnerships Programme Manager by facilitating insight gathering opportunities for people, to better understand challenges / barriers to and views on current activities available.
- Organise and deliver activities and events to encourage community participation, engaging residents in workshops, forums and outreach to gather feedback.
- Support with and bring together a group/s of individuals to engage in 'test and learn' projects delivered through the Place Programme.
- Take responsibility for the delivery of MVA Community Power and Self Organising sessions including delivery of training materials and host functions.
- Undertake all administrative functions required to support project delivery, including maintenance of effective recording systems and relevant documentation required for reporting.

- Research, develop and maintain a database of local stakeholders to contact, to help engage and promote the programme at the hyper-local level.
- Work across other MVA initiatives amplifying reach, understanding, engagement and learning opportunities to further support the project.
- Give effective presentations to engage community members/groups to promote the benefits of involvement and active lifestyles.
- Develop case studies/good news stories, sharing these with partners to promote and help raise the profile of individuals who could be role models for other local people.

Promotion, quality assurance, monitoring, and reporting

- Undertake activities, including the compilation of presentations and promotion of activities - including attending events, advertising and PR opportunities as required to raise the profile of the programme.
- Use a variety of means to reach out to community members, such as digital tools, including social media platforms and traditional media
- To be responsible for monitoring work against KPI's and outcome targets including preparation of reports and statistics for the Project Manager as required.
- Establish monitoring and tracking processes to ensure that records are accurately maintained as per project requirements.
- Undertake quality assurance checks to ensure that all aspects of project delivery are being adhered to including relevant permissions and consents required.

General

- To work within the framework defined by the MVA Equal Opportunities, Safeguarding and Health and Safety Policies
- To attend support and supervision sessions with your line manager
- To attend training relevant to the role and agreed with your line manager
- To complete CRM entries in a timely manner.
- To perform additional duties that fall within the scope of your role as delegated by the Chief Executive.

	Essential	Desirable
Experience	Generating interest and enlisting community participants through effective engagement and recruitment methods	
	Experience of facilitating groups and ability to recruit and host sessions	Experience of promoting a new service and engaging a range of potential cross sector stakeholders
	Coordinating the planning and delivery of activities / events including the provision of marketing and promotion	
	Effective networking with a range of partners and managing stakeholder relationships.	Community organising experience
	Experience in monitoring, evaluation and reporting using a range of techniques and software	Quality assurance experience
	Demonstrates the ability to work on own or as part of a team	
Knowledge	Knowledge and understanding of Community Engagement principles	Awareness of placed based approaches to behaviour/system change
	Knowledge of Inequalities and health related outcomes and the link to levels of physical activity.	Knowledge of, or experience with, working in the voluntary and community sector
	Knowledge and understanding of confidentiality and data protection (GDPR) and Equality, Diversity, and Inclusion with a demonstratable commitment to EDI practice.	
Skills	Confident in public speaking and delivery of information in a variety of settings, and to a range of audiences with the ability to enthuse and motivate audiences.	
	Excellent interpersonal, organisational and administration and problem-solving skills	
	Excellent written and verbal communication skills, including report writing, presentation skills and negotiating skills.	Ability to manipulate and understand a variety of data sets and report on the same
	Well-developed ICT Skills, ability to use a number of software packages	
	Able to prioritise and manage a complex and varied workload	
Personal	Commitment to quality, responsibility, high work standards, and initiative	Genuine interest and commitment to the value of community engagement and empowerment
	Ability to travel independently within the service area	
	Being a self-starter with a strong work ethic	
	Flexible approach to working hours	

