

Community Engagement Officer

Job description

The following information is designed to help Diverse Cymru staff and those considering joining Diverse Cymru to understand and appreciate the work content of their post and the role they will play in the organisation. However, the following points should be noted:

1. This document outlines all the main duties and responsibilities of the post but is not necessarily an exhaustive list. In some instances broad headings may have been used, in which case all further relevant information is detailed in the job description.
2. Diverse Cymru is an Equal Opportunities Employer and requires employees to comply with all current relevant legislation and policies in respect of employment and access to services.
3. Diverse Cymru has adopted the Social Model of Disability and is committed to making any necessary reasonable adjustments to the job role and working environment that would enable disabled people to access employment opportunities or to continue in employment.

Salary: £21,000 per annum.

Hours: 37 hours per week, flexitime policy operates.
28 days annual leave plus public holidays

Reporting to: Hybrid between Chief Executive Officer (Diverse Cymru) & Project Manager (Marie Curie)

Based in: Option for remote, Office Based (Cardiff) or Hybrid.

The main objective of the post:

- Our Community Engagement Officer will work alongside Marie Curie's Project Manager and other key stakeholders to deliver the Wales Bereavement Information and Support Service (BISS) project.
- Effective partnership working is essential to the project. This will include engaging and supporting people across Wales faced with inequality, discrimination, and/or social exclusion to ensure their needs are met through the provision of accessible services. The role will particularly focus on the engagement of people from minority ethnic groups, Black Asian and minoritised communities, Asylum Seekers and Refugees and people with protected characteristics.
- Coproduction and community development will be at the heart of this role. Using co-production approaches, the role holder will work in partnership with volunteers, groups, and community members to produce a range of culturally appropriate and accessible bereavement support resources and services across Wales.
- Developing culturally accessible communications, including co-producing bereavement information leaflets, service descriptions and working policies. Distributing information about the project throughout our networks to ensure that access to all is maintained.
- Raising awareness of the project and services amongst ethnic minority communities and individuals, and organisations representing protected characteristic groups.
- Effectively monitoring services to identify and provide targeted support to those who have not accessed the service.
- Holding engagement sessions across Wales to ensure people's needs are met.
- Supporting volunteer recruitment by engaging with local communities, through numerous networks.
- Working with colleagues in Diverse Cymru to deliver a training programme to Marie Curie staff and volunteers throughout Wales.
- Supporting the facilitation of bereavement cafes.
- Undertaking any other duties as required which are appropriate to the work of Diverse Cymru which are commensurate with the responsibility levels of the post and bearing in mind the developing nature of the service.

Person Specification

Post Title: _____ Community Engagement Officer

Ref: DC/CE

Attribute	Essential Criteria	How Identified
Knowledge and Experience	<ul style="list-style-type: none">• At least two years' experience of working with diverse communities. This can include paid and volunteering roles.• Experience of developing relationships with a wide range of people.• Evidence of providing a person-centred approach, tailoring resources and services to the needs, wishes and outcomes of individual clients.• Excellent communication and teamwork skills, able to develop effective partnerships across various organisations to achieve outcomes.• Experience of producing and utilising a range of culturally appropriate online and print communications to promote an accessible service.• Experience of undertaking monitoring and evaluation processes to develop a service.• A strong understanding of the health and wellbeing needs of a wide range of diverse communities.• Candidates must indicate an awareness and commitment to the principles underlying Equality and Diversity.	<ul style="list-style-type: none">• Evidence of experience and knowledge given with examples• Application form and selection process

	<ul style="list-style-type: none"> • Experience in delivering training and focus groups to small groups. • Bilingual Language skills (Desirable) 	
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Personal Circumstances	<ul style="list-style-type: none"> • Must be legally entitled to work in the UK • Able to work flexible hours i.e. outside of 9-5 if required • Must be able to travel within the UK for short periods. 	<ul style="list-style-type: none"> • Sight of appropriate documentation at interview
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Signed:

Date: