

Job Description and Person Specification:

Role:	Community Engagement Coordinator
Responsible to:	Artistic Director & CEO
Salary	£28,000-32,000 pro rata (3 days per week)
Hours per week:	24 hours per week (8hrs per day)
Place of work:	Moonshot Centre



Purpose of the Job

To co-ordinate and implement the company's Community Engagement programmes in line with IRIE!'s aims and objectives.

The post holder will support IRIE! dance theatre to develop and deliver tailored community engagement work inspired by Dance of the African Diaspora that aims to improve the creativity, health and wellbeing of communities in Lewisham and work with a variety of local and other stakeholder organisations', groups and individuals to identify priorities and community engagement that will encourage and promote lifelong learning.

Some evening and weekend work will be required.

Duties & Responsibilities

Working closely with the Artistic Director & Director of Accredited Training to plan and deliver a comprehensive Community Engagement programme on behalf of IRIE! dance theatre. The individual will also work with a variety of local and other stakeholder organisations, groups and individuals to encourage participation in creative and wellbeing activities and identify priorities relating to community cohesion.

- Ensure the effective and smooth running of all IRIE! dance theatre's in-house community engagement programmes, including, managing bookings and hirer contracts, working to set income targets, monitoring and evaluation of activities.
- Liaise with Education Coordinator in Engaging freelance tutors, providing itineraries, Identify training needs
- Engage with individuals and community groups, such as residents' associations, parent and elder groups and young people.
- Identify local interests and needs and identify ways to meet them.
- Liaise with the Education Coordinator to ensure involvement and attendance at Local Deptford and Evelyn ward meetings; relevant Council and community meetings, highlighting IRIE!'s services.
- To liaise with Local Authority, other funding bodies and partners to identify specific community outreach and engagement funding programmes, and inform the team about funding

opportunities.

- Work with colleagues, individuals and local partners where necessary to create, manage and develop a Community Engagement Strategy and Action Plan for the organisation.
- Through monitoring and evaluation identify the impact of the action plan and assist IRIE! staff in understanding the effect in developing policies and strategies that promotes partnerships and community cohesion.
- Work independently undertaking the day-to-day administration and evaluation of provisions and report to internal team, advisory bodies and management groups.
- Formulate service and delivery plans and priorities in cooperation with other providers. promote the work of IRIE! dance theatre highlighting our formal education programme, community engagement, education programme, professional development and Moonshot Centre hires.
- Represent the company on various public engagements, meetings and events.
- Encourage and influence the development of new, cultural and creative learning opportunities through formal and informal engagement as well as individual tutoring and mentoring.
- Adhere to the Equality, Diversity and Inclusion policy of IRIE! dance theatre and ensure that it is implemented in all areas of work outlined above.
- Support, contribute to and implement Quality Assurance systems across services.
- Prepare and present reports and regular briefings to staff, our Board of Trustees, funders and partners as required, including the reporting of performance measurement, and proposing change where required.
- Develop and support partnership working within the Centre, encouraging a shared vision to ensure the creation of an exciting and varied programme of events, activities and services.
- Lead on the development of IRIE!'s networks by engaging new groups, participants, and organisations by maintaining strong and sustainable links with them.
- Identify and respond to community needs and aspirations including those of children and young people and older persons using a range of social media platforms and tools to maximise levels of involvement.
- Support the development and implementation of community programmes by working closely with the Social Media and Content Creator to maintain an online presence as well as maintaining good relationships with service users and partners. Including, local education, health, social care and voluntary sector agencies.
- Work with the team to plan and produce a range of community resources, including the development of web-based information, advice and guidance resources.
- Recruit, develop and provide regular supervision to all project support volunteers.
- To act as one part of organisations' Safeguarding lead for both Adults and Children, ensuring compliance with policy, attending relevant training, and raising awareness of any changes in policy or good practice.

General

- To be responsible for carrying out duties in line with policy and be sensitive to the needs of others using our services. Ensure compliance with legislation and company standards while promoting a positive approach to a harmonious working environment.
- To promote and safeguard the welfare of children, young people and vulnerable adults who use our services.
- Be prepared to fulfil other duties as may be determined from time to time, which may be reasonably required of the post holder.
- Work as part of the organisation staff team, undertaking supervision and appraisal with your line manager working closely with colleagues and deputising as required.
- Work some evenings and weekends, ensure effective and timely work plan delivery and carry out all other job role functions as required, for which time off in lieu can be taken.
- The postholder will need a current Enhanced DBS

This job description will be reviewed annually and may be subject to change.

Working hours

- Working hours are typically 40 hours per week. This role is 3 days prorata 24 hours. Flexible working has to be agreed in advance by your line manager and can include evenings and/or weekends.

Knowledge and Experience	Assessment Method	
	CV	Interview
Recent relevant experience, e.g. (Community/education/youth) in the not-for-profit or statutory sector, possessing the skills to work effectively with a range of stakeholders – local authority, public, voluntary, community and private sector	✓	✓
Experience of planning and delivering community development projects to a high standard and working strategically, developing strong partnerships and joint working arrangements with a wide range of organisations and individuals	✓	✓
Experience in preparing documents in relation to project planning monitoring and evaluation	✓	✓
Experience of managing volunteers and freelance tutors	✓	✓
Knowledge/understanding of barriers facing people from global majority communities with a view to working with them to achieve positive outcomes	✓	✓

Working knowledge of safeguarding legislation in relation to both children and adults.	✓	✓
Ability to set up and maintain communication via various social media platforms with appropriate IT skills and knowledge of a range of computer software programs e.g. MS office	✓	✓
Excellent written, verbal and interpersonal communication skills including negotiation and mediation skills	✓	✓
Outgoing and confident with a professional approach to building and maintaining positive working relationships	✓	✓
Mature, responsible, empathetic outlook and ability to work sensitively with a wide variety of people at all levels	✓	✓
Ability to motivate others to support the achievement of results.	✓	✓
Ability to identify funding streams and support the submission of applications/bids	✓	✓
Strong skills of persuasion with the ability to gain commitment and support	✓	✓
Skills and Abilities	Assessment Method	
	CV	Interview
Excellent presentation and report writing skills	✓	✓
Excellent communication and interpersonal skills, both verbal and written	✓	✓
Ability to be self-administering regarding IT, social media platforms and Microsoft Office	✓	✓
Ability to set priorities and manage a varied workload	✓	✓
Ability to develop systems to monitor and evaluate own work, maintain accurate records and data and produce reports	✓	✓
Ability to work flexible hours, including some evenings and weekends	✓	✓
Able to recruit, support and manage volunteers	✓	✓
Personal Qualities	Assessment Method	
	CV	Interview
Committed to the values of IRIE! including understanding equality of opportunity, valuing diversity, and safeguarding	✓	✓
Enthusiastic, flexible and reliable		✓
Ability to work on own initiative and as part of a team	✓	✓

Creative and innovative with the ability to take the initiative to achieve results	✓	✓
Awareness of local and national agendas relating to global majority communities	✓	✓
Ability to work collaboratively and committed to team working	✓	✓

Person Specification: Desirable

Experience	Assessment Method	
	CV	Interview
Educated to degree level or relevant experience	✓	✓
A recognised training/ community education/ community development qualification	✓	✓
An interest in the arts, learning and leisure industry and an enthusiasm for working in a socially engaged and culturally diverse environment	✓	✓
Good knowledge of community engagement process and knowledge of statutory and voluntary sector agencies across Lewisham	✓	✓
Flexible attitude to the demands of the post and the needs of the organisation	✓	✓