



JOB DESCRIPTION

Title of Post:	Community Outreach & Project Worker
Pay:	£12 per hour
Hours:	10 hours per week
Terms and Conditions:	Fixed term to 31 st March 2020 (extension subject to further funding)
Responsible to:	Project Manager

General purpose of the post

- To understand issues relating to poverty that is felt to be most important to local communities.
- To identify, engage and assist people into support services available for those who suffer from poverty.
- To empower people to be able to undertake community-led action to address issues that impact on their lives.

1.0 Community Outreach and Project Delivery

- 1.1 Co-ordinating the delivery of the new Community Exchange project
- 1.2 Promote the project through a range of innovative community outreach and engagement activities, including social media and networking with residents, local groups and organisations.
- 1.3 Developing and sustaining positive relationships with a range of people, including service users, residents, community leaders, local groups and organisations, businesses and local authorities.
- 1.4 Working as part of a team to support and sustain community-led action around issues related to poverty, as identified by them
- 1.5 Providing general information and practical support to help people save money and reduce the burden of poverty
- 1.6 Organising, facilitating and leading on community based workshops and activities
- 1.7 Supporting the collection of data for monitoring and reporting purposes



2.0 Administration

- 2.1 Carry out all administration and ensuring all required records and statistical information are kept up to date on files and submitted on time for monthly reports, including relevant information to meet the contractual deadlines.

3.0 General

- 3.1 To carry out such tasks where appropriate as determined by the manager.
3.2 To work some evenings and weekends as necessary

4.0 Equal Opportunities

- 4.1 To carry out the above within the spirit and practices of Osmani Trust's equal opportunities policies and to conform to the standards of behaviour and professionalism as laid down in unit procedures and policies.



PERSON SPECIFICATION

Community Outreach & Project Worker

The following criteria will be used in short listing for the interview so it is important that you give as much detail as possible on your application.

Essential	How Assessed
Share our commitment to tackling poverty and understanding the needs of people living in poverty.	Application / Interview
Experience of co-ordinating community projects working with disadvantaged people and stakeholders, carrying out community outreach and engagement.	Application/ Interview
Experience of facilitating and leading creative and engaging community-based workshops and activities.	Application / Interview
Experience of recruiting and supporting people from diverse backgrounds to take part in community-led projects.	Application / Interview
Experience of working with a variety of different stakeholders, including residents, local groups, and organisations across the voluntary and public sectors.	Application / Interview
Strong communication skills including presenting, facilitation, and relationship building.	Application / Interview
Hard-working, reliable and professional, able to manage a varied and challenging workload and work well both as part of a team and alone.	Interview

Desirable Requirements

- Proficiency in a community language.
- Excellent knowledge of, and connection to, the London borough of Tower Hamlets.