

<b>Job Title:</b>	Coast to Coast Community Engagement Assistant
<b>Location:</b>	Head Office Base in Truro, working across Cornwall
<b>Salary banding:</b>	£16,477.50
<b>Contract type:</b>	1 Full time post (or 2 part time for the right candidates) Fixed term contract until October 2019
<b>Responsible to:</b>	Coast to Coast Change Coach Manager

**Main Purpose of Job:**

Working on the Positive People project you will be part of a delivery team that includes Change Coaches and injured military veterans who are inspiring people to make positive change in their lives. You will assist the Change Coaches by working with participants across Cornwall supporting them in their journey towards employment.

Positive People is part of the national Building Better Opportunities programme which is funded by Big Lottery and European Social Fund and aims to help people who are unemployed and economically inactive to overcome their barriers to participation in work, training and education. Pluss are the Lead Partner.

**Key relationships:**

Internal	External
Positive People Project Manager	Community Organisations
Positive People Coast to Coast Delivery Team	Positive People delivery partners and other organisations that can support participants
Active Plus Office Manager	Project participants
Active Plus Senior Management Team	Referral organisations e.g. Jobcentres
	Local employers

**Main Duties and Responsibilities:**

- Engage with local communities to build a strong network to identify, engage and support participants and feeding into Project outputs, results and outcomes.
- Engage with participants who have joined the Positive People programme, helping them to connect with their communities as a means to improve wellbeing and prospects of employment (e.g. through volunteering)
- Engage with participants on a one to one basis to support them in their journey towards education, training and/or employment and offer ongoing monitoring and evaluation
- Support the delivery of Community Clubs
- Help to build confidence, motivation and a positive work ethic with programme participants
- Work with employers and training providers to identify progressions opportunities for participants
- Complete tasks as directed by the Change Coach Manager and Project Manager such as, telephone calls, booking venues and speaking to partner organisations
- Develop and maintain effective relationships with other Project partner organisations
- Use the Pluss Customer Management System in a timely and accurate manner
- Adhere to policies and processes set by Active Plus and Pluss



- Ensure all financial, administrative and compliance processes are adhered to at all times, seeking advice and support from Managers as appropriate
- Ensure that data protection guidelines are followed at all times

### Person specification

<b>Skills, knowledge and experience</b>		
<b>Essential</b>	<b>Desirable</b>	<b>How identified</b>
Knowledge of the local area.	Knowledge of the local labour market and current opportunities available for employment and training.	CV Personal statement Interview
Excellent communication skills.	Knowledge and understanding of the challenges faced by wounded, injured or sick military veterans.	CV Personal statement Interview
Experience of working within the community and supporting participants to achieve their goals.		CV
Sound knowledge of the Microsoft Office suite.		
Understanding of the value of work.	Experience of working to strict deadlines whilst ensuring that all work is effective and compliant.	CV Personal statement Interview
Full clean UK driving licence		

This role is eligible under the exceptions to the Rehabilitation of Offenders Act and will therefore require the successful applicant to complete an Enhanced Disclosure and Barring Service check (DBS).

### Application Process

Please send:

1. CV of no more than 2 sides of A4 demonstrating fit against roles and responsibilities of the post
2. A personal statement outlining your suitability against each of the essential criteria in the person specification

to: [laura@activeplus.org.uk](mailto:laura@activeplus.org.uk)

by: 5pm Sunday 11<sup>th</sup> March 2018