

ACTIVE PLUS

VETERANS INSPIRING PEOPLE

Job Title:	Community Engagement Officer
Location:	Community based in Cornwall
Salary banding:	£25,000 - £26,500 p.a. (pro rata)
Contract type:	30 hours per week fixed term contract to 31 st March 2027
Responsible to:	Project and Compliance Manager

Active Plus are a Disability Confident employer and the winner of the Beacon Inclusivity award. Active Plus pride themselves on providing a safe and non-judgmental workplace. We welcome applications from all members of society. Please let us know if you require this job description in an alternative format.

Main Purpose of Job:

The Veterans Inspiring People project aligns with the overall Active Plus aims as it will ultimately improve community cohesion as it places veterans and the wider community at the heart of its delivery. The project aims to engage with, and improve the lives of people in the Cornish community who are inactive and therefore at higher risk of social isolation, ill-health and poor wellbeing.

Wounded, injured and sick military veterans will act as inspirational role models within the community as they build confidence, increase resilience and promote inclusion for all, therefore improving the lives of local people, as well as their own.

The Community Engagement Officer will play a pivotal role within the project as they work with participants to reduce isolation, increase overall health and wellbeing and align the community with the community's resources.

Key Relationships:

Internal	External
<ul style="list-style-type: none">• Project and Compliance Manager• Finance Officer• Project Support Officer• Senior Management Team• Course Delivery Team	<ul style="list-style-type: none">• Project participants• Community groups• Local businesses• Local training providers• Job Centre Plus• Project Stakeholders including funders, employers and referral partners• Project evaluation team

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Main Duties and Responsibilities:

Your days will be varied, requiring flexibility and a willingness to have a go. You will need excellent IT skills and communication skills, with the ability to liaise with a wide range of different people and organisations. You will:

- Act as the link between inactive participants in the local area and community resources that can help to reduce loneliness, isolation and inactivity
- Identify new referral organisations working with community members who could benefit from the project
- Identify and build relationships with community groups, businesses and employers who can provide opportunities for project participants
- Work closely with the Active Plus delivery team to populate veteran led Confidence, Motivation and Resilience courses
- Help to identify and empower 15 participants with the potential to become Community Leaders
- Support local organisations by raising awareness of their services, linking groups together to share resources, improve signposting that increases attendances at existing and new activities and that improve connections, understanding and improved collaborations leading more cohesive communities
- Work with local employers to raise awareness of inclusivity in the workplace, supporting organisations to embed more inclusive working practices
- Raise awareness of the Armed Forces Community as you help to create 'veteran friendly' communities
- Plan, organise and facilitate a range of events aimed at participant engagement
- Communicate and promote the project effectively
- Take an active role in the project social media and website activity, including targeted campaigns, creating publicity material such as posters and flyers and capturing 'good news' stories in a range of ways including, photos, text and video
- Gather and collate project related data including participant information, progression and community interaction
- Work closely with external evaluators to supply quality project data to produce an informative and impartial project evaluation
- Adhere to policies and processes set by Active Plus
- 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
- Undertake other Project related duties as required

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Person Specification:

Skills, Knowledge and Experience		
Essential	Desirable	Evidenced Through
Excellent interpersonal skills, including the ability to relate to and communicate with a broad range of people and groups. You must be able to provide examples that demonstrate your competence in this area.	Experience of working within the Voluntary, Community and Social Enterprise sector	CV Personal statement Interview
Excellent knowledge of the Falmouth, Penryn, Camborne, Pool and Redruth areas including a sound knowledge of community resources	Experience of establishing community groups	CV Personal statement Interview
Knowledge of the impact and challenges faced by communities in Cornwall with high levels of inactivity	Experience of working with individuals with a range of barriers including loneliness, isolation, poor health and wellbeing and economic inactivity	CV Personal statement Interview
Good IT and online skills including demonstrable use of Office 365 and the use of systems such as Microsoft Publisher or other online programmes to create posters, flyers, social media posts etc.	Ability to use basic programmes to create short videos for social media content.	CV Interview
Event planning, organisation and facilitation. Confident during events and promotions.	Experience of grant funded projects.	CV Covering Letter Interview
Clean driving licence and access to a vehicle for work purposes		CV

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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:

To apply for this role please submit the following documents via email to Rob Bradshaw rob@activeplus.org.uk

1. A CV of no more than two sides of A4 and
2. A Covering Letter of no more than two sides of A4 detailing why you would be suitable for this role

The closing date for all applications is **Sunday 14th April 2024**

Interviews will take place week commencing **Monday 22nd April 2024**