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| TITLE OF POST: | HALE Engagement Lead (includes responsibilities as Uniting Communities Project Coordinator) |
| SALARY: | £28,900 pro rata based on 35 hours per week.  |
| HOURS: | 24 hrs per week  |
| CONTRACT: | The Project is funded until September 2029 |
| RESPONSIBLE TO: | The Chief Executive Officer  |
| ACCOUNTABLE TO: | The HALE Trustee Board  |

1. **JOB PURPOSE**

The HALE Engagement Lead will spearhead our community engagement activities with primary responsibility for coordinating the Uniting Communities Project—a collaborative initiative with CAFÉ WEST and Community Works. This role will build bridges between diverse communities by developing a network of peer mentors and volunteers who support people experiencing isolation and lacking confidence. The postholder will work across different racial, ethnic, socioeconomic, and academic backgrounds to create meaningful connections and foster inclusive community participation.

Working through targeted outreach, community events, and partnership initiatives, the role will strengthen HALE's presence in the local area while ensuring our services reach those who need them most. Success in this position will be measured by increased community participation, development of a thriving volunteer network, and improved wellbeing outcomes for participants.

1. **PRIMARY DUTIES & AREAS OF RESPONSIBILITY**

**Project Leadership & Partnership Management**

* Develop and manage the Uniting Communities Project in collaboration with CAFÉ WEST and COMMUNITY WORKS partners
* Coordinate regular steering group meetings and implement agreed strategic direction
* Build and maintain effective working relationships with key stakeholders and partner organizations
* Meet targets and milestones as set out in the funding agreement

**Volunteer & Peer Mentor Development**

* Recruit, induct, support and supervise a diverse team of volunteers and peer mentors
* Design and deliver comprehensive training programs covering safeguarding, health and safety, confidentiality, and effective support techniques
* Provide regular supervision and ongoing development opportunities for volunteers
* Foster a supportive, inclusive culture that values the contribution of volunteers

**Community Engagement & Service Delivery**

* Lead HALE's community engagement strategy and outreach activities
* Organise and facilitate community events that bring diverse groups together
* Develop effective referral pathways and assessment processes
* Process and respond to referrals promptly, matching individuals with appropriate support
* Promote the project through networking, presentations, and targeted communications

**Participant Involvement**

* Establish and facilitate a 'participant forum' to ensure beneficiaries actively shape project development
* Create inclusive opportunities for feedback and co-production of services
* Support participants to develop skills and confidence through involvement in the project

**Monitoring, Evaluation & Reporting**

* Implement robust systems for tracking referrals, interventions, and outcomes
* Maintain accurate and detailed records in line with data protection requirements
* Produce regular reports for the steering group, HALE management and funders
* Build continuous evaluation into project delivery to ensure quality and effectiveness
* Use feedback and evaluation to adapt services to meet emerging needs

**General Management**

* Manage and supervise Connect Workers, providing regular support and development
* Work independently, making day-to-day operational decisions
* Escalate complex issues or those with policy/resource implications to the CEO
* Contribute to the wider organisational development of HALE
* Ensure all activities comply with HALE's policies and procedures
1. **PERSONAL DEVELOPMENT**
* Actively participate in supervision with the HALE Chief Officer
* Actively participate in Steering Group and HALE team meetings.
* Attend training and ongoing personal development opportunities.
1. **SPECIAL WORKING CONDITIONS**
* Travel around the Project Geographical area
* Occasional transporting of resources for events.
* Occasional working of unsocial hours evenings and weekends.
1. **Criminal Record Disclosure**

This post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020). Due to the nature of the work involving vulnerable adults, the role requires an Enhanced Disclosure and Barring Service (DBS) check.

Applicants are therefore required to disclose all convictions, cautions, reprimands and final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020).

Protected convictions and cautions that do not need to be disclosed include:

* Convictions that are 'filtered' (aged 11+ years for adults and 5.5+ years for under 18s)
* Cautions that are 'filtered' (aged 6+ years for adults and 2+ years for under 18s)
* Convictions that did not result in a custodial sentence AND are not listed as 'specified offences'

Any information provided will be treated with the strictest confidence and will only be considered in relation to the position applied for. Disclosure of a conviction or other information will not automatically disqualify an applicant from consideration. Factors including the nature of the offense, when it occurred, and its relevance to the position will be taken into account.

HALE is committed to the fair treatment of its staff, potential staff and users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependents, age, physical/mental disability or offending background. We strongly value the benefits that lived experience brings and encourage applications from a diversity of people who can demonstrate that they meet the role criteria.

1. **JOB DESCRIPTION AGREEMENT**

Jobholder’s Signature:………………………………… Date:………………………

Project Manager’s Signature:……………………… Date:………………………

**Uniting Communities Project Coordinator Person Specification**

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| ATTRIBUTE | **ESSENTIAL CRITERIA** | **DESIRABLE CRITERIA** | **HOW IDENTIFIED** |
| **Qualifications** | * One of the following:
* Post Graduate Diploma in Social Care/Health Promotion/Community Development or similar with 12 months relevant experience.
* Degree level/relevant professional qualification plus 18 months experience in community development, health promotion or social care
* At least 3 years' experience in a community development/health development setting, working at both strategic and operational levels
 | * Training qualification with experience of designing and delivering training programs
* Project Management qualification
* Community Development qualification
* Mental Health First Aid certification
* • Safeguarding training
 | Application Form |
| **Specialist Knowledge/ Experience** | * Demonstrable project management experience
* Experience of delivering effective community-based interventions addressing health inequalities
* Knowledge of current health and social care structures, including NHS, Local Authority and voluntary sector
* At least 1 year's experience managing staff and/or volunteers, including supervision and development
* Experience of working with diverse community groups
* Experience of monitoring, evaluation and impact assessment
* Proven ability to facilitate groups and deliver presentations
* Experience of designing and delivering training
* Experience of partnership working across different sectors
* Understanding of safeguarding principles and procedures
 | • Direct experience working with older adults and isolated individuals • Understanding of issues affecting vulnerable adults, including dementia and long-term conditions • Experience of engaging with underrepresented communities • Knowledge of equality, diversity and inclusion principles and practice• Familiarity with the local area and community assets • Experience of co-producing services with beneficiaries • Experience of contributing to policy and strategy development • Experience of managing budgets and financial reporting • Experience of using digital platforms for community engagement | Application Form Interview / Presentation |
| **Digital Skills** | • Proficient in Microsoft Office applications (Word, Excel, PowerPoint, Outlook) • Experience using database or CRM systems for record keeping • Ability to use digital tools for communication and project management • Understanding of how to use social media for community engagement | • Experience with online survey and evaluation tools • Knowledge of digital inclusion approaches • Experience of using project management software • Experience creating digital content for promotion and engagement | Application Form Interview / Presentation |
| **Personal Attributes** | * Resilience and ability to work under pressure
* Excellent time management and ability to prioritize competing demands
* Ability to assess and manage risk in community settings
* Commitment to personal and professional development
* Flexible approach to working arrangements
 | * Experience of working in a fast-paced, multi-stakeholder environment
 | Application Form Interview |
| **Practical & Intellectual Skills** | * Excellent verbal and written communication skills
* Strong interpersonal skills with ability to build rapport across diverse groups
* Proven ability to influence and negotiate with stakeholders
* Skills in planning, delivering and evaluating community activities
* Problem-solving and critical thinking abilities
* Self-motivated with ability to work independently
* Analytical skills for evaluation and reporting
 | * Strategic thinking ability
* Research skills
* Experience of networking across organisations and sectors
* Fundraising or income generation experience
* Facilitation skills for complex discussions or situations
 | Application Form Interview |
| **Disposition, Attitude, Judgement** | * Commitment to community development principles
* Person-centred approach with empathy and understanding
* Proactive, positive "can do" attitude
* Commitment to team working and collaborative approaches
* Enthusiasm and creativity
* Reliability and commitment to meeting deadlines
* Strong commitment to equality, diversity and inclusion
* Understanding of and commitment to confidentiality and UK GDPR requirements
 | * Understanding of asset-based community development approaches
* Experience of reflective practice
 | Application FormInterview |
| **Other** | * Ability to travel throughout the project area
* Driving license and access to vehicle for work purposes.
* Willingness to work flexible hours, including occasional evenings and weekends
* Right to work in the UK
* Willingness to undertake an Enhanced DBS check
 |  | Application Form Interview |