

Community Engagement Officer



Thank you for your interest in working at Hope 4U. This job pack should give you everything you need to know about the position and how to apply for this role.

Title:	Community Engagement Officer
Starting salary:	£30,000 per annum
Hours:	£37.5, Monday to Friday
Contract:	Permanent – Full Time position
Location:	Office – Burton on Trent

Apply: If you would like to be considered, please apply directly on indeed or email your CV and a covering letter to: info@hope4u.co.uk

Please note all applications must include a covering letter. Please refer to the specification to demonstrate how your experience, skills and knowledge meet the requirements of the role. It is important that you demonstrate how you meet each requirement as no assumptions will be made about your achievements and abilities.

Description

We are seeking a passionate and dedicated Community Engagement Officer to join our team. In this pivotal role, you will be responsible for fostering relationships with community members, facilitating engagement initiatives, and promoting our services to enhance community awareness and participation. Your expertise will help us build partnerships with diverse community groups and stakeholders, ensuring that our support services are accessible and relevant to their needs. You will develop and implement outreach strategies, attend events, and create informative materials that resonate with our audience. By utilising your strong communication and interpersonal skills, you will act as a liaison between our organisation and the community, gathering feedback and insights that inform our programs.

Additionally, you will work closely with internal teams to ensure that community needs are incorporated into service offerings. This role is an ideal opportunity for someone who is enthusiastic about community development, is driven to make a difference, and is looking for a dynamic environment where they can contribute to meaningful change.

Responsibilities

- Develop and implement community engagement strategies to promote information services.
- Build and maintain relationships with community organisations, leaders, and stakeholders.
- Attend community events, workshops, and outreach activities.
- Create engaging content and materials that effectively communicate our services and initiatives.
- Gather and analyse feedback from community members to enhance service delivery.
- Collaborate with internal teams to align community needs with organisational goals.
- Monitor and report on community engagement metrics and activities to assess impact.

Requirements

- Proven experience in community engagement, outreach, or similar roles.
- Excellent communication and interpersonal skills, both written and verbal.
- Strong organisational and project management abilities.
- Ability to work independently and as part of a team to achieve common goals.
- Cultural competence and sensitivity to diverse community needs.

What can you expect of us?

- A friendly and flexible culture
- A growing organisation
- A drive for continuous improvement

Entitlement to work in the UK

A job offer will be subject to confirmation that you are permitted to work in the UK in accordance with the relevant provisions. You will be asked to provide evidence of your entitlement to work in the UK if you are successful and an offer of employment is made.

Diversity Monitoring

We recognise the positive value of diversity, promotes equality and challenges discrimination. We welcome and encourage job applications from people of all backgrounds. Monitoring recruitment and selection procedures is one way of helping us to ensure that there is no unfair discrimination in the way that we recruit people. To do this, we would like to know about the diversity profile of people who apply. The information is given in confidence for monitoring purposes only.

Shortlisting outcomes

Some positions may require additional assessments (practical task/test).

Criminal convictions

Anyone who applies, will be asked to disclose details of unspent convictions during the process. Having a criminal record will not necessarily bar you, much will depend on the type of job you have applied for and the circumstances of your offence.

Disclosure and Barring Service (DBS) checks are requested where proportionate and relevant to the post concerned