

Job Description

Post title:	A Better Start Southend (ABSS) Engagement Officer
Responsible to:	Turning Tides Manager
Salary:	NJC Point 25 - currently £22,658
Hours:	37 hours per week (job share considered)

This post is currently funded until 30th September 2018

Purpose of Job:

To provide a presence within the identified communities and assist parents to improve their quality of life through community involvement in local decision making. Promote engagement and empowerment of local communities to help drive service improvement.

To continue to build strong and confident relationships between communities and local agencies based on trust. Develop parents influence on services.

Special Requirements:

The role demands working remotely from community bases within the ABSS areas. The post will require evening and weekend working. Enhanced Disclosure and Barring Service (DBS) checks will be undertaken on all successful candidates.

Principle duties and responsibilities:

- Identifying, through direct street level engagement, parents to join and form parent groups in the A Better Start wards.
- Support the Parent Groups in developing their understanding of active engagement and decision making on behalf of their community.
- Encourage parents to attend and complete formal Parent Champions training provided as part of the programme and assist with delivery of Parent Champions Training.
- Provide on going support and guidance to each Parent Group and champions following training.
- Support the running of parent forums and parent activity.
- Support parents to develop and run parent led activities.
- Encourage parents to shape ideas and activities for the Engagement Fund.
- Be a contact point for information and communicate future opportunities for parents to be involved in.
- Establish and develop the Parents Champions network to continue supporting Parent Champions and to build capacity by encouraging them to support each other.
- Organise child care volunteers to assist with Parent activity.
- Ensure all relevant data is collected and passed to Administrator in a timely manner.

Other Duties

- To maintain records as required for administrative, historical or legal purposes.
- To undertake any other duties as requested by the CEO

Person Specification

A Better Start Engagement Officer

Personal Attributes

The postholder will have an enthusiastic and flexible approach to work and have the ability to work as part of a team. They will be willing to undergo initial and ongoing training and have an understanding and commitment to equal opportunities.

Skills, Knowledge & Experience

Attributes	Essential	Desirable
Experience	Experience of communicating with a diverse range of people including experience of working with children and families.	Experience of working or volunteering at an operational level within a local community setting
	Experience of recording data and writing reports	
	Experience of working in a community setting	
Skills & Knowledge	Good level of general education	English GCSE level A-C
	Clean Driver's Licence and use of own vehicle	
	Strong communication and inter personal skills	
	Experience of using Microsoft Office package (Word, Excel, Outlook etc)	
	The ability to develop professional partnerships with partner agencies, residents and other stakeholders	
	The ability to facilitate informal group meetings and demonstrate organisational skills	
	The ability to empower and support local people to play an active role in the community	
	Confident, friendly and approachable	
	Ability to work as part of a team and also have the initiative and confidence to work remotely.	