

Birchfield BIG LOCAL - Community Engagement Officer

Job description and statement of purpose:

Job title: Community Engagement Officer.

Rate of pay: £6,500 over a 6 month period (subject to successful funding from Big Local).

Employment status: Self-employed (the appointed person will be responsible for ensuring that they comply with all taxation regulations governing self-employment).

Hours: 20 hours per week (actual work hours to be flexible and can be worked over a monthly period). Evening and weekend work will be required.

Accountable to: Manager of Neighbourhood Consultancy Ltd.

Location: Birmingham - office is based in Lozells but the work to be carried out in Birchfield.

Expenses: reimbursements for reasonable expenses will be paid.

Contact information: Raj Rattu on 07515 531 272 or email info@neighbourhoodconsultancy.co.uk

Employment term: This post is part-time and fixed term for a period of 6 months only, commencing January 2013, subject to the confirmation of funding from the 'Big Local'.

Any decision about the future of this post beyond the 6 month period will rest with the Birchfield Big Local Partnership, which will be formed during the 'Getting Started' phase of the Big Local work.

Closing date: The closing date for job applications to be received back is 6pm on Thursday 3rd January 2013. Interviews will take place on Wednesday 9th January 2013.

Background to and purpose of this post.

Big Local is a new Lottery Programme that invests in local communities. Birchfield is to be funded over a ten year period, with the money to be used by local people and organisations to make lasting change in the area. Before the 10 year funding starts local people will need to develop a partnership and an action plan. The £1 million will be available over 10 years once the Plan is agreed.

This post is funded through 'Big Local' for Birchfield to support that work. The funding will be administered through Neighbourhood Consultancy Ltd as the 'local trusted organisation', working with a local partnership made up of residents, agencies and voluntary organisations.

The purpose of Big Local is 'to enable people to make their communities better places to live in, now and in the future, by helping them develop the skills and confidence they need to identify priorities that matter to them and to take action to change things for the better'.

There is initial funding to help local areas to establish a Partnership (which has local people making up more than half the membership) which has the information needed from community visioning and a community-life profile to draw up a Plan on how the Big Local funding will be spent.

Birchfield Neighbourhood Forum has been appointed as the lead resident organisation which is helping to steer Big Local in Birchfield alongside other key and strategic partners. The Forum members will also help make up the resident part of any Partnership board.

The role of the Community Engagement Officer is to support and assist this process in the Birchfield Big Local area, working with the members of the Big Local Steering Group, and building the engagement of local people.

Specific responsibilities of the Community Engagement Officer:

1. To understand the Big Local programme and be familiar with national guidance, and to find out what has already been done locally.
2. To promote an understanding of the purpose of Big Local to Birchfield residents and to local groups and organisations, and to encourage and support local people in getting involved in this programme.
3. To assist in identifying people who may be interested in becoming members of the Big Local Partnership or other groupings formed with respect to Big Local.
4. To support the activities of the Big Local Partnership as they develop their vision, a community profile and an action plan.
5. To carry out a mapping exercise of groups, organisations and key stakeholders operating within the Birchfield neighbourhood and create a useable database.
6. To assist in the formation of a Big Local 'Plan' for the area.
7. To work in close cooperation with the Birchfield Neighbourhood Forum, the Big Local representative and other relevant groups and organisations operating within Birchfield.
8. To liaise with other initiatives in the area so that Birchfield Big Local can be complementary to other developments such as regeneration projects.
9. To work with and support local groups and individuals who are organising specific engagement events that will feed into the Big Local Plan.
10. To identify and record using a variety of methods local priorities that Birchfield residents may have.
11. To attend a range of Big Local meetings as required and will include working evenings and weekends.
12. To keep proper records of work undertaken and attend appropriate training if required.
13. To help organise and promote the Birchfield community conference.
14. To update the Birchfield Big Local website and help produce regular Big Local newsletters.
15. To work within relevant Health and Safety, Equal Opportunities, Data Protection, and other relevant and statutory policies.
16. To carry out any other duties as required, commensurate with this post.