

Job Profile

Job Title: Volunteer and Community Engagement Officer
Job Grade: Level 4 Zone 1
Salary Range: £43,004 - £49,131

About Camden

Camden is building somewhere everyone can thrive, by making our borough the best place to live, work, study and visit. Because we're not just home to UK's fast-growing economy. We're home to the most important conversations happening today. And we're making radical social change a reality, so that nobody gets left behind. Here's where you can help decide a better future for us all.

The Health & Wellbeing (HWB) Department is newly established in Camden, connecting public health, children's commissioned services and school health improvement. The HWB Department will deliver ambitions plans for addressing health inequalities and improving health and wellbeing for everyone in Camden.

About the role

The Volunteer and Community Engagement Officer will lead and manage the recruitment, training and operational delivery of the community champion programme within the Early Years, Schools and Families team, as well as develop further innovative strategies to access hard to reach families. The post holder will provide supervision of 24 volunteers and regularly engage new cohorts in training and supervision, including ensuring that all volunteers understand and implement safeguarding procedures

You will take a strategic approach to parent participation, developing opportunities for parents, volunteers and community partners to co-design and influence service development, including the Families for Life healthy lifestyle programmes, Cost of Living support, Immunisations promotion and other key Public Health programmes and initiatives.

You will develop a programme of activities for volunteers, including specific outreach work to promote engagement in services, especially by families at most risk of poor outcomes who may experience the greatest barriers to accessing services. You will work closely with VCS (Voluntary and Community Sector) partners engaging with Black, Asian and Minority Ethnic groups, and partners and colleagues working with children, young people and their families, including those with special educational or complex needs to ensure public health programmes and delivery are inclusive and effective.

You will plan and supervise the work of volunteers, ensuring that this activity is effectively targeted and is undertaken in accordance with relevant national and local strategies and in response to local data analysis and outcomes, ensuring any resource and budget is monitored, recorded and used effectively including fair remuneration of the volunteers

You will collect, analyse and report data relating to the outreach, engagement, volunteering and co-design of the volunteers, and monitor and evaluate the take up and sustained participation in services by families who have been engaged by volunteers. You will ensure the programme of work aligns to actions within the Education strategy and Health and Wellbeing Strategy and feedback developments and achievements to the Senior Leaders across the Children and Learning and Adults and Health directorates as required

You will work collaboratively with colleagues and VCS organisations to develop strategic alignment and partnership working to improve the health outcomes of children, young people and their families through greater access to health and wellbeing services.

You will undertake other duties commensurate to the grade of the post.

About you

- Relevant experience and/or training in health promotion, public health or health improvement
- Experience developing and leading successful volunteer programmes and/or community outreach programmes and the ability to inform and challenge service development including suggesting and designing change for improvements
- Experience of successfully establishing systems to involve parents or community members in shaping, promoting and evaluating services, including co-production and developing peer-led approaches.
- Experience managing a budget
- Ability to analyse, interpret and relay complex information to a variety of audiences including Head Teachers, Senior Leaders and individuals or families from different backgrounds and with different levels of understanding
- Proven strong relationships with a wide range of colleagues and partners such as voluntary and community sector organisations, early years settings, schools and health service providers, ensuring that all services working with children, young people and families have the information and knowledge to promote engagement in services and volunteering opportunities.
- Ability to organise and coordinate a variety of activities, including on-line and face-to face approaches, to enable parents to influence service design and delivery e.g. focus groups, parents' meetings, parent surveys and parent forums
- Strong presentation and training skills and ability to deliver training and information sessions for staff, service providers and volunteers.
- High standard of communication skills, demonstrated by the ability to present oral and written information, in a variety of formats to a variety of audiences, to include a high standard of report-writing skills and the ability to relay complex messages in an understandable and accessible way
- Good time management and prioritisation skills, demonstrated by the ability to use own initiative to manage several projects simultaneously, ensuring planning, organising and prioritising workload to meet project deadlines

Work Environment:

- The post holder will be required to work in a variety of locations, including 5PS, home working and working in the community
- The post holder is required to be flexible and adapt to changing priorities, as well as manage a varied workload to meet daily requirements of the role and aims of the service.
- There may be occasional evening or weekend working for which time of in lieu can be taken

People Management Responsibilities:

Supervision of 24-30 volunteers

Relationships:

- The post holder will have working relationships with members of the public, senior leaders, managers and other staff across the Council. This will require strong communication skills in working with people from a range of professional backgrounds and local parents.
- The post holder will be required to work unsupervised, reporting to their line manager and local managers on a day-to-day basis.
- The post holder will work with parents, families, Voluntary and Community Sector organisations, including those representing black and minority ethnic groups, Early Years settings and schools, Health services and Council colleagues

Over to you

We're ready to welcome your ideas, your views, and your innovative spirit. Help us redefine how we're supporting people, and we'll redefine what a career can be. If that sounds good to you, we'd love to talk.

Diversity & Inclusion

We want Camden Council to be a great place to work and to ensure that our communities are represented across our workforce. A vital part of this is ensuring that we are a truly inclusive organisation that encourages diversity in all respects, including diversity of thinking. We particularly welcome applications from Black, Asian and those of Other Ethnicities, LGBT+, disabled and neurodiverse communities to make a real difference to our residents so that equalities and justice remains at the heart of everything we do. Click Diversity and Inclusion for more information on our commitment.

Agile working

At Camden we view work as an activity, not a place. We focus on performance, not presenteeism. We create trusting relationships, we embrace innovation rather than bureaucracy and we value people. Collaboration is the Camden way, silo working isn't.

At Camden we are proud to be one of Hire Me My Way's inaugural campaign supporters. Hire Me My Way is a national campaign led by Timewise, designed to increase the volume of good quality jobs that can be worked flexibly in the UK (www.HireMeMyWay.org.uk). Hire Me My Way aims to treble the number of available good quality flexible jobs to 1 million by 2020.

Asking for Adjustments

Camden is committed to making our recruitment practices barrier-free and as accessible as possible for everyone. This includes making adjustments or changes for disabled people, neurodiverse people or people with long-term health conditions. If you would like us to do anything differently during the application, interview or assessment process, including providing information in an alternative format, please contact us on 020 7974 6655, at resourcing@camden.gov.uk or post to 5 Pancras Square, London, N1C 4AG