JOB DESCRIPTION

**JOB TITLE:** ENGAGEMENT & DEVELOPMENT WORKER

**DIVISION:** LEARNING AND SKILLS

**GRADE:** BAND 9

**RESPONSIBLE TO:** QUALITY MANAGER

**POST REF NO:** 107711

**Purpose of Post**

To work within Learning & Skills Service to lead on the co-ordination and development of the Waverley Allotment Project. This role will incorporate engagement with the local community to widen participation on the site which will support the delivery of key targets such as participants accessing accredited training or volunteer placements and, ultimately, individuals progressing into Sustained Employment.

**Key Relationships**

* Waverley Charitable Incorporated Organisation (CIO) Board
* Voluntary and Community Groups
* Local Residents
* Other Council Departments
* National Lottery Community Fund

**Main Duties & Responsibilities**

1. To work with the local community and other key stakeholders such as Voluntary & Community Sector Organisations to create and deliver social action projects to address challenges such as poor mental health of the population, high levels of unemployment, increased social isolation and food poverty.
2. To support the Waverley Board by co-ordinating and submitting small scale funding applications to support the sustainability of the Site.
3. Undertake community engagement to widen membership of the Waverley Board by working with local residents, voluntary groups and other key stakeholders including Hartlepower, Wharton Trust, Kilmarnock Road Centre, Miles for Men and Hartlepool Carers.
4. Develop and deliver a Strategic Plan to ensure the sustainability of the Waverley Site identifying future funding and income generation opportunities across multiple themes such as Food Poverty, Horticulture, Mental Health, Education and Employability.
5. Develop new partnerships to enhance and expand the offer on the Waverley Site including working with local schools to deliver educational sessions outside of the classroom so children can experience horticulture and food production.
6. Increase the number of volunteers accessing the Waverley Site and further expand the training offer to incorporate a range of accredited and non-accredited courses to support individuals to progress closer and into Sustained Employment.
7. To assist in building community capacity within the Waverley Board including governance support, training, workforce development and guidance on funding opportunities.
8. Support VCS groups to develop their organisations infrastructure by assisting with implementing effective measures such as governance arrangements and creating robust financial management and project management systems.
9. To plan, organise, and deliver community events in partnership with key stakeholders through the Waverley Site to promote awareness and access to the site and the wider opportunities available through the Learning & Skills Service.
10. To promote social inclusion by developing effective actions and activities which will help engage hard to reach and minority groups and marginalised communities onto the Waverley Site.
11. To develop and coordinate relationships with statutory agencies, partners and VCS groups who can support with the key themes of the site including tackling social, economic and health inequalities by linking local residents to services such Learning & Skills Service.
12. To undertake detailed research and produce reports to support the growth of the Waverley Project including identifying emerging issues and opportunities.
13. To undertake analysis and produce regular reports to key stakeholders such as National Lottery Community Fund on the progress of the Waverley Project.
14. To promote the activities and successes of the Waverley Project through effective marketing incorporating Social Media and the Website.

Date: April 2021

Changes

Over time Council services change and develop. This can impact upon the main duties and responsibilities of the role, and subsequently the post holder, who will be required to adapt. Any changes will be appropriate to the grading of the post and will be made in discussion with the post holder.

**HARTLEPOOL BOROUGH COUNCIL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS. IF THIS POST IS SUBJECT TO SAFER RECRUITMENT MEASURES THEN A DISCLOSURE AND BARRING SERVICE (DBS) CHECK WILL BE REQUIRED.**