

Job Description: Community Engagement Worker

Date: February 2021

NEW WORTLEY COMMUNITY ASSOCIATION

**New Wortley Community Association**

New Wortley Community Association manages New Wortley Community Centre & Wellbeing Centre and is based in the New Wortley area of Leeds. We offer a wide range of services, projects and activities that aim to help local people living in Armley Ward to access what they need to live happy, healthy lives. We recognise the skills and assets within our community that can be drawn upon, developed and progressed to tackle issues and come up with localised solutions. We recognise the diversity in our communities and work with them to create positive change that makes people proud of where they live and to achieve their full potential

**New Wortley Housing Association**

New Wortley Housing Association is a subsidiary of New Wortley Community Association. They are a team of people who are passionate about delivering a community-owned housing project with and for the people of New Wortley

**Purpose of Role**

The Community Engagment Worker is employed by New Wortley Community Association (NWCA) and is responsible for delivering a range of community engagement activities aligned to New Wortley Housing Association’s (NWHA) strategic priorities.

The role will provide support enabling local people to maximise their contribution to the success of the housing development scheme. The role will ensure local people and prospective tenants feel part of their community by working to develop an inclusive neighbourhood where people feel proud to live

**Management Supervision and Guidance**

You will be responsible to the Chief Executive Officer for your daily tasks and duties

**Duties and Responsibilities**

* Work collaboratively with all our communities and support them to become more cohesive, sustainable and vibrant
* To coordinate resources to deliver a range of community development activities, informed by local people and in partnership with local community groups that will have a positive effect on communities.
* To develop a NWHA engagement forum ensuring input from a wider range of communities to influence the work of NWHA through influencing policy/decision–making
* Publicise progress against specific projects/initiatives and programmes and ensuring information is disseminated online, offline and via social media and other means (bi-lingual) for effective engagement for NWHA
* Drive the community engagement and partnership working locally with a range of stakeholders, communities on the theme of housing, health and wellbeing, economic development, employment, and skills, integrated/cohesive communities, and financial inclusion
* To coordinate, attend, and actively participate in community panels, internal/external meetings and events as required in building healthy and working relationships with local people and other stakeholders
* Apply proven experience of project /research management by gathering local intelligence, data and supporting/undertaking evaluation of projects, initiatives and programmes against priorities identified in the NWHA strategy
* Assist the wider team across NWCA to develop and deliver local plans/interventions that respond to local need, issues and concerns linked to themes identified in the NWHA strategy
* To collaborate with other Housing Associations and bodies at a strategic level to collectively tackle the stigma in social housing, increase the accountability of housing providers to their tenants and enhance the tenant voice

**General**

* Adhere to the NWCA policies and procedures at all times
* Undertake any other duties as appropriate to the post or which may from time to time be reasonably determined by the Chief Executive Officer and Board of Trustees

**NWCA/NWHA reserve the right to vary or amend the duties and responsibilities of the post holder at any time in accordance to the needs of the business**

**NWCA/NWHA are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. We promote diversity to create a workforce that reflects the population of Leeds**

**A Disclosure and Barring Service (DBS) check against the Children’s and Vulnerable Adults barred list will be carried out on preferred candidates**