



**Bromley
by Bow
Centre**

Bromley by Bow Centre Recruitment Pack

Community Engagement Programme Coordinator

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Bromley by Bow Centre

The Bromley by Bow Centre is a pioneering and vibrant community charity in East London globally-renowned for its radical approach to health and wellbeing. It was founded 37 years ago and sits in a beautiful three-acre community park. At its heart is a partnership between a diverse community, a locally-rooted charitable organisation, a research team and one of the most progressive primary care health teams in the UK.



We support families, young people and adults of all ages to learn new skills, improve their health and wellbeing, find employment and develop the confidence needed to achieve positive outcomes they may not have dreamt of.

We work with the most vulnerable people in our community, those who are isolated, facing physical or mental ill health or who are lacking confidence, skills or qualifications. We deliver a diverse range of projects based on a unique model that combines social entrepreneurship, the arts, learning, social support, horticulture and holistic and integrated health programmes.

Our work is based on people's individual needs, because we know that health is primarily driven by social factors, not medical ones. Our model is based on community empowerment and people taking control of their lives.

The role

The Investec Beyond Business Programme is an award-winning support programme for emerging social enterprises in East London helping to get great business ideas off the ground. We are expanding our current programme to include a series of workshops and training opportunities for local people to access support to develop their ideas and launch a community business.

We are looking for someone who is excited by our cause and driven to create social change through entrepreneurship. This role will engage with local community groups and individuals in the London Boroughs of Tower Hamlets, Hackney and Newham to deliver Bromley by Bow's social enterprise workshops and training programmes for Investec Beyond Business.

You will proactively contact and make links with local community groups and individuals to create awareness and interest of these workshops, training and networking opportunities.

You will coordinate and run a series of workshops and liaise with the Investec Beyond Business Programme Manager and Investec volunteers focussing on providing practical support giving local community groups and individuals the skills to research, plan and launch a social business.



The role

Job title	Community Engagement Programme Coordinator
Salary	£28,000
Reports to	Beyond Business Programme Manager
Contract	Fixed term contract (6 month possible extension to 12months)
Hours	35 hours (also open to 0.8 FTE)
Holiday	27 days + bank holidays and an extra day off for our birthday. Pro rata for short term and part time contracts.
Pension	Contribution made – details on request
Deadline	29th May 2022 at 23.59pm
Interviews	First round: 6 th June 2022 Second round: 13 th June (there will be a task at this stage)

Applications

We believe that being a diverse organisation that is truly committed to being anti-racist will create the best outcomes for the community we work with. We are therefore actively seeking applicants from ethnic minority backgrounds and the LGBTQ+ community for this role.

Please let us know how we can make the recruitment process more accessible for you or if you would like us to send you the job pack in a different format by emailing People@bbbc.org.uk

To apply for this role follow the link on our website to our online application system and answer some questions about your experience relevant to the role .



Community Engagement Programme Coordinator Job Description

Key responsibilities

The role includes the following duties however these may change as the post evolves:

- Arrange, attend and become involved with local community networking engagement groups and meetings to promote the Community Engagement workshops and recruit community members to attend training workshops.
- To work with the Investec Beyond Business (IBB) programme manager and our funder Investec to create content for a series of practical workshops for community members who are interested in starting a social business.
- To facilitate workshops and additional support for participants where required.
- To produce a report on the outcomes of the workshops to the IBB programme manager.
- To refer participants of the programme where appropriate to other services provided by the BBBC.
- To undertake other additional duties as appropriate and required by the IBB programme manager.
- Liaising and building relationships across the Centre and with external partners including representing the Centre.
- To provide administrative support to the programme as and when needed.
- To support the development, design and formatting of marketing, promotional and publicity materials – online, website and print: and support the design and formatting of project resources and materials.
- To participate in relevant training programmes as appropriate.

Community Engagement Programme Coordinator Job Description

Team

- Attend one-to one meetings and annual performance appraisal meetings with manager
- Work collaboratively with colleagues and volunteers outside of the Investec Beyond Business team
- Undertake training as appropriate to the development of the project and individual career progression

Additional responsibilities

- Support the Bromley by Bow Centre's vision, mission, strategic objectives and values
- Adhere to Centre policies and procedures at all times
- Undertake any other additional tasks as reasonably deemed appropriate by your manager

Community Engagement Programme Coordinator Person Specification

The role requires someone who is non-judgmental, a good listener and passionate about supporting and empowering individuals to have a better quality of life. The individual must have integrity and be discrete in handling sensitive information.

Essential Experience

- Experience of working with volunteers, community groups and supporters.
- Experience in developing project ideas and delivering against agreed plans.
- Experience of facilitating workshop programmes
- Experience of coordinating tasks, people and activities is essential.
- Experience in monitoring and evaluation of programmes.
- Ability to respond to change at short notice is essential.
- Able to work in partnership productively with teams internally and external stakeholders is essential
- Self-motivation and flexible attitude to work.

Essential Knowledge

- Understanding of safeguarding legislation
- Good awareness of equality and diversity issues and ability to put policy into practice
- Understanding of and working with GDPR & Data Protection legislation
- Familiarity with the use of online database tracking systems

Desirable

- Ability to speak a community language e.g. Bengali
- Basic First Aid qualification