

**Rotherham Rise  
Job Description and Person Specification**

Post:	<b>Community Engagement Project Worker</b>
Salary:	NJC SCP 14 £23,080 pro rata – SCP 15 £23,541 FTE following one years' service.
Responsible to:	Chief Executive
Accountable to:	Chief Executive
Hours of Work	37 hours. Required to work early evening and weekend work.

**Job Purpose**

To develop the Hygge Café and community space and store as a community facility that meets the needs of Rotherham people.  
 Engage with local people and local groups to determine need.  
 Develop and deliver relevant activities that bring people together within the Hygge community space.  
 Develop and deliver training sessions and workshops that promote the work of the charity.  
 Promote the Hygge Cafe and Hygge community space to VCS (Voluntary and Community Sector) groups and community members.  
 Recruit, support and manage volunteers.  
 Develop and implement a short programme for Rotherham Rise and other VCS (Voluntary and Community Sector) service users that uses the uniqueness of Hygge Café to empower services users.  
 Develop and submit funding bids to ensure that the activities delivered in Hygge café and the Hygge community space are sustainable.

**Main Duties**

- Use various methods and platforms to engage with communities
- Create and maintain an effective and a strong two-way communication with communities, partners and services including the use of social media and internet
- To complete risk assessments and safety planning when holding sessions within the Hygge community space
- Create and deliver innovative and engaging activities that are delivered within Hygge community space
- To deliver existing workshops that raise awareness of domestic and sexual abuse and its impact on adults and their children, the work of Rotherham Rise and develop a Domestic Abuse Champion programme
- Recruit, support and manage volunteers
- Deliver a short programme for service users that gives them experience of volunteering within the café to enhance confidence and self-esteem
- Integrate voice and influence opportunities
- When required, support the café staff to ensure the smooth running of Hygge Café, including the opening and closing of the café and cash handling
- Horizon scan for appropriate funding opportunities
- Develop and submit funding bids.

**1. Key Responsibilities**

1.1	Engage with local communities, VCS (Voluntary and Community Sector) organisations and service users to ensure the activities and use of the Hygge community space are both needed and relevant.
1.2	Develop and deliver innovative and relevant activities, programmes, and training opportunities
1.3	Deliver existing and new training sessions and workshops that promote the work of Rotherham Rise and raises awareness of domestic and sexual abuse and its impact on adults and their children. Including a Domestic Abuse Champion programme
1.4	Deliver and support development of external and internal training/presentations/awareness sessions/ group work/events /activities
1.5	Complete risk assessments, to identify and manage risks when delivering activities, training, and workshops within the Hygge community space.
1.6	Support and develop opportunities for service user voice and influence in the work of Rotherham Rise.
1.7	Recruit and manage volunteers and ensure that they work and develop in line with Rotherham Rise values, philosophy, policies, and procedures
1.8	Ensure the effective induction and supervision of paid members of staff, students, and volunteers
1.9	Develop and sustain community links and relationships with other agencies to ensure the co-ordination of responses to meet the needs of adults and children. This may include developing and facilitating awareness sessions and a variety of engagement activities.
1.10	Develop, deliver, and monitor programmes for Rotherham Rise service users and others that is centred around unique offer of Hygge Café and enhances their confidence and self-esteem as well as promoting independence and resilience.
1.11	Ensure that safeguarding and child protection is incorporated throughout your working practice.
1.12	Horizon scan for funding opportunities that ensure the sustainability of the work done within Hygge community space and Hygge café.
1.13	On occasion support Hygge Café staff in the overall functioning of the café including when required, opening, and closing the café and cash handling.
1.14	Work flexibly within the context of this job role, including being deployed internally as required, develop, attend, and deliver activities in relation to any projects and services that Rotherham Rise delivers.
<b>2. Rotherham Rise Premises</b>	
2.1	As part of the team ensure the maintenance of the security of Rotherham Rise properties.
2.2	As part of the team ensure the maintenance, cleanliness and efficient use of the building and upkeep of furnishings.
2.3	As part of the team support the development, promotion, and activities of the Hygge community space, Hygge Café, and the work of Rotherham Rise.
2.4	Assist with the ordering of supplies and maintaining a stock of resources and equipment that are stored and used safely.
<b>3. Administration</b>	
3.1	Preparation of in-house/external information and publicity materials in a range of formats including social media.

3.2	Complete case studies, record and gather information that demonstrates service users distance travelled and experience of accessing Rotherham Rise Services.
3.3	Ensure data is completed accurately and inputted on the database.
3.4	Maintain clear and adequate records of work done and in progress to ensure that they are accessible as appropriate.
3.5	Contribute to reports for the management group, including the annual report and evaluation of services.
3.6	Contribute to the preparation of monthly returns, monitoring and maintaining records and statistics.
3.7	Contribute to the development and maintenance of Rotherham Rise resources.
3.8	Ensure the processing and handling of personal data is GDPR (General Data Protection Regulations) compliant.
<b>4. Policies</b>	
4.1	Implement and adhere to the policies and procedures of Rotherham Rise.
4.2	To contribute to the review and development of appropriate policies and procedures and the development of best practice.
4.3	Ensure that confidentiality is maintained. Maintaining professional boundaries with users of Rotherham Rise services and staff. To work in accordance with Rotherham Rise Code of Conduct.
4.4	Comply with internal and external regulations, procedures, and other requirements in relation to the organisation, its services, and facilities.
4.5	Contribute to the review and development of appropriate policies and procedures and the development of best practice.
<b>5. Personal and Professional Development</b>	
5.1	Attend and participate in regular team meetings and supervision.
5.2	Complete the induction package and undertake other relevant training and professional development.
5.3	Develop and maintain a working knowledge of the law and practice relating to welfare benefits, housing, family, child protection, gender issues and other relevant areas.
5.5	Share responsibility for own professional development in line with the requirements of the role, using internal development opportunities, external training, or support as required.
<b>6. Other</b>	
6.1	Actively support Rotherham Rise to: <ul style="list-style-type: none"> <li>• Develop the charity's sustainability</li> <li>• Promote the rights of adults and children living in/or escaping abuse</li> <li>• Develop networks</li> <li>• Develop and maintain the charities profile</li> </ul>
6.2	Utilise anti-discriminatory practice and promote equal opportunities and diversity.
6.4	Provide day-to-day support to colleagues, volunteers, and students.
6.5	Support the development, implementation of a volunteer service, and lead on the recruitment and supervision of volunteers.
6.6	Implement Rotherham Rise's Vision, Mission, and Values.
6.7	Undertake duties as required by managers / Management Group commensurate with the grade of the post.

## Project Worker Person Specification

Personal Skills and Characteristics		Essential	Desirable	Short listing Criteria
<b>1. Knowledge, Experience and Education / Training</b>				
1.1	Considerable experience (paid or unpaid) of working with and engaging communities.	AF / I		YES
1.2	Awareness of equal opportunities and an ability to address discrimination.	AF / I		YES
1.3	Experience of developing and facilitating innovative and engaging activities	AF / I		YES
1.4	Experience of developing and delivering workshops and information sessions to colleagues, other professionals, and members of the community	AF/I		YES
1.5	Holds a relevant qualification to deliver training	AF/CQ		YES
1.6	Understanding of the need to work in ways that empower adults and children.	AF / I		YES
1.7	An awareness of the range of services and agencies available that can support adults and children, such as welfare rights and housing and a knowledge of how to support adults and children to access these.	AF/I		YES
1.8	Understand the importance of being able to maintain confidentiality.	I		
1.9	Understanding of domestic and sexual abuse and its impact on adults and their children.	I		
<b>2. Skills and Abilities</b>				
2.1	Ability to work independently and as part of a team.	I		YES
2.2	Ability to operate flexibly to manage and prioritise a varying workload.	AF/I		YES
2.3	Ability to liaise with other agencies.	I		
2.4	Self-motivation and ability to work on own initiative.	AF/I		YES
2.5	Ability to work under pressure and manage time effectively.	AF/I		YES
2.6	Ability to develop and maintain professional relationships with service users, customer paid and unpaid staff, volunteers, and professionals from other organisations.	I		
2.7	Ability to manage and resolve conflict.	I		

2.8	Ability to maintain effective and appropriate records.	I		
2.9	Ability to use Microsoft word as well as email, internet and digital applications including data base.	AF		YES
2.10	Ability to communicate verbally and in writing clearly and effectively.	AF/I		YES
<b>3. Additional Criteria</b>				
3.1	An understanding of customer service and what good customer service looks like.		AF/I	
3.2	Experience of cash handling		AF/I	
3.3	A relevant qualification, or evidence of considerable experience and learning (minimum level 3 or equivalent) e.g., Advice work, Domestic Abuse, Community Work, Youth Work, Health & Social Care.	AF/CQ		YES
3.4	Ability to communicate effectively in a second language other than English. This criterion is applicable to project worker roles where it has been specified as a requirement.	AF/I		YES (Where specified)

Key:

- AF – Application Form
- I – Interview
- Reference
- CQ – Certificate or Qualification
- OT – Occupational Test
- DBS – Disclosure and Barring Check

- This specification has been prepared in accordance with the requirements of the organisation's Equal Opportunities and Employment Policy (ies).
- Whilst every effort has been made to outline all the main duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Also, the post holder may, from time to time, be asked to undertake other reasonable duties commensurate with the grading of the post.
- We will undertake to make any *reasonable adjustments* to a job or workplace to counteract any disadvantages a disabled person may have.
- Desirable applicants who meet the essential short-listing criteria will be guaranteed an interview.
- In the event of many applicants meeting the essential/desirable criteria, occupational testing may be used as a further short-listing tool.