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**Middleport Matters Community Trust**

**Job Description: Community Engagement Team Leader**

Location: Middleport, Longport & Dalehall (and wider Burslem area)

Salary: £26,500 – £28,500 per annum (dependent on experience)

Contract: Full-time (37.5 hours/week, flexible hours)

## About Us

## Middleport Matters is committed to creating a safe, welcoming and thriving neighbourhood. We believe that everyone should have the chance to thrive. We want to support each person within our neighbourhood to reach their full potential, by bringing people together and improving the built and natural environment.

## Role Purpose

* Lead a team to deliver inclusive and engaging activities across four venues.
* Work closely with residents to build relationships, promote wellbeing, and foster inclusion.

## Key Responsibilities

* Develop and implement a Community Engagement Strategy.
* Co-ordinate activities such as toddler groups, youth clubs, and adult social sessions.
* Manage calendars, venues, and bookings across four community spaces, and ensure resources are available.
* Provide supervision and support to staff through one-to-ones and appraisals.
* Manage staffing levels in times of sickness / annual leave to ensure community activity is not disrupted.
* Work with local people to encourage participation, co-design, and ongoing input into activities, assessing activity against national standards e.g. National Youth Agency.
* Lead initiatives that foster community engagement working collaboratively with local residents, organisations, partners and stakeholders to create positive, lasting change.
* Encourage participation in activities and challenge inappropriate and anti-social behaviour.
* Collaborate with the Community Support Team to co-ordinate projects and to identify and promote appropriate volunteering opportunities.
* Work with the Development Team to prepare an annual budget for your team that you will manage and report on.
* Recruit and support team members and volunteers.
* Support fundraising efforts and contribute to grant writing, reporting, and evidence gathering.
* Monitor project progress, including data collection, capturing photos and other evidence requested by our funders.
* Prepare progress reports, research findings and case studies using a variety of methods (written, spoken, video etc.).
* Act as safeguarding lead for your team and promote community awareness.
* Foster effective teamwork between your team and the wider organisation, seeking opportunities for shared projects across teams.
* Network and build professional relationships with other organisations to share best practice, roles, and promote opportunities for volunteering.

## Essential Skills & Experience

* Experience in community work / social work / youth work, programme planning and managing staff/volunteers.
* Experience working with young people, families, and communities.
* Strong leadership, interpersonal and outreach skills.
* Research and report-writing skills, including the ability to interpret or present data.
* Creative thinking and problem-solving ability.
* Ability to empathise with people's life experiences and circumstances.
* Demonstrate initiative, motivation, and self-management in the workplace.
* Knowledge of safeguarding, health & safety, accounting and project management.
* IT literacy including Office 365 and social media usage.
* Level 2 or above in English and Maths (GCSE, Functional Skills, Key Skills etc.).
* University Degree level of education (level 5 or above) – preferable, not essential

## Other Requirements

* Flexible working hours including evenings/weekends.
* Driving licence and access to a car.
* Enhanced DBS check (funded by the organisation).
* Such other duties that are within the scope of your skills and capabilities that may from time to time be reasonably required.