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**JOB DESCRIPTION**

 **Community Engagement and Insights Lead**

**MAIN PURPOSE**

Our Community Engagement and Insights Leads work to build community capacity to implement our service goals through stakeholder, partner and community engagement that is participatory, inclusive, deliberative, and collaborative.

 **SUMMARY OF RESPONSIBILITIES AND DUTIES:**

The post holder will:

* Work to participate in all community networks of relevance developing trusted partnerships
* Deliver Making Every Contact Count and Brief Intervention training to organisations, raising awareness of the service and ensuring the service can reach the residents who might benefit from it.
* Engage with existing organisations across the public, private and charitable sectors to embed the service
* Be line managed by the Service Manager

**PERSON SPECIFICATION**

**1. SKILLS & ABILITIES**

* Be able to plan and manage own time and activities around the needs of individuals in the community to generate referrals and raise awareness
* Ability to keep accurate records of activity to provide data and monitoring information
* Effective numeracy and literacy skills
* Emotionally sensitive and empathetic to members of the public who wish to improve their health, to be supportive and encouraging to people in difficult (sometimes frustrating) situations
* Value and be respectful of other people – regardless of background or circumstances
* Have strong interpersonal and communication skills
* Be flexible with good time management and planning skills
* Be interested in motivating and supporting both individuals and groups in community-based settings, and in the home
* Be an excellent communicator, able to express to other organisations the benefits of working collaboratively

**2. KNOWLEDGE**

* In depth knowledge of local communities
* Knowledge of the effect of the factors that contribute to health inequalities
* Knowledge of the challenges to achieving health improvement amongst local communities, particularly those facing the greatest health inequalities

**3. EXPERIENCE**

* Experience of working with and engaging organisations and individuals
* Experience of actively engaging with local communities
* Experience of delivery presentations to professionals and the public
* Experience of using Microsoft programmes (Word, PowerPoint and Excel).
* Experience of team working.
* Experience of managing a personal workload or caseload

**4. QUALIFICATIONS**

**Essential:** GCSE Maths and English to at least Grade C, or equivalent.

**Desirable:** Recognised Health Trainer qualifications e.g. City & Guilds Level 3 *Certificate for Health Trainers*, or equivalent, or Royal Institute of Public Health Level 2 *Understanding Health Improvement* or equivalent. If this is not held, the post holder will be supported in achieving these qualifications within the probationary period. Community development or equivalent qualification.

**5. SPECIAL CONDITIONS**

* Highly motivated self-starter with resilience, determination, and the ability to see jobs through to completion.
* Role incorporates evening / weekend working, with variable levels of travel across Cambridgeshire and Peterborough (predominately Huntingdonshire), working in a variety of settings including home visits, the community and community centres.
* Full UK Driving licence and access to a car for work- with ‘business purposes’ insurance
* Evidence of a personal commitment to continuing professional development and to maintaining an up-to-date professional knowledge supporting the development of business within the company.
* This post involves working with vulnerable adults and as such the post holder will be required to apply for a disclosure of criminal records at an enhanced level (DBS

**6. SAFEGUARDING**

Everyone Health Ltd is committed to safeguarding and promoting the welfare of the adults, young people and children who use the services. All staff have a responsibility to report any identified concerns of abuse or exploitation through the appropriate route in line with the respective policies and procedures.