



Job Title: Community Engagement and Projects Officer

Contract: Permanent - Full Time (37 hours per week)

Line Manager: Operations Manager

Salary: £22,000 per annum

Location: Ipswich (office based but working across Suffolk when required)

Summary of Main Responsibilities:

To work closely with the Operations Manager on the delivery and implementation of ISCRE projects. To plan and coordinate the delivery and implementation of ISCRE's projects through close liaison with the ISCRE team and partners.

Being responsible for managing the administrative, financial and recording requirements and for the achievement of project outcomes through research, creativity and engagement with the community and service providers across Suffolk as appropriate.

Job Description:

Main Duties and Responsibilities:

1. Undertake project delivery in accordance with Service Level Agreements and funding agreements;
2. Support and undertake research into relevant issues both local and national and interpret data according to project needs;
3. Develop materials and methods of evaluation to deliver project such as questionnaires, leaflets etc;
4. Arrange meetings and develop effective communication with minority ethnic communities and stakeholders to include businesses, statutory sector, people and the voluntary and community sector;
5. Manage evidence of project activity and provide ongoing evaluation of progress against the key aims/outcomes of the project highlighting any risks and possible solutions to the project outcomes;
6. Responsible for ensuring appropriate project spend and provide regular financial information to Operations Manager;
7. Provide regular operational reports to the Operations Manager;
8. Evaluate information and identify appropriate courses of action and any risks in respect of meeting the project objectives;
9. Oversee the development of the project and explore solutions for sustainability to ensure outcomes and findings are mainstreamed as appropriate;

10. Undertake any other related duties as may reasonably be required;
11. Manage evidence of project activity and provide ongoing evaluation of progress against the key aims/outcomes of the project highlighting any risks and possible solutions to the project outcomes;
12. Assisting with external events, presentations and training delivery;
13. Actively participate in team meetings, briefings and training events;
14. Contribute to the development of learning materials or other resources;
15. To undertake work in accordance with ISCRE's ethos, policies and procedures and to ensure that financial and other targets are met;
16. Take responsibility for developing your own and other professional knowledge and skills;
17. Maintain the standard of professional service in line with relevant policies and procedures;
18. Undertake any other related duties as may reasonably be required.

Special Conditions to Note:

1. The post holder will be required to travel across Suffolk, regionally and nationally for which the appropriate allowances will be paid;
2. The hours of work are flexible to meet the demands of the job, and may require some evening and weekend working, for which time off will be given;
3. This job description may be subject to change in consultation with the post holder;
4. The post holder works toward ISCRE's commitment to Equality and Human Rights.

Person Specification:

Essential Skills and Attributes:

Whilst the post is open to all, **we are particularly keen to attract candidates who are from backgrounds currently underrepresented**, and who may have experienced of some of the issues faced by our service users.

- Has the experience to demonstrate that, after initial training, can work independently within a community setting;
- Experience of outreach or detached work;
- Experience of working (paid/unpaid) with communities/individuals who are affected by discrimination and/or agencies working in the voluntary or statutory sector in a relevant field of work;
- Knowledge and understanding of the diversity and inclusion issues facing local communities;
- Demonstrate strong verbal communication skills and inter-personal skills with the specific areas of expertise relevant to post duties/responsibilities, such as tact, diplomacy and resilience;
- Demonstrate the ability to work on own initiative as well as part of a team, to follow and adhere to the guidelines and structures in place at the prisons, in line with ISCRE's professional employment standards, policies and procedures;

- Has confidence to challenge discriminatory behaviour and language, and explain why it is unacceptable;
- Demonstrate respect for all cultures, religions and beliefs;
- Evidence a personal and professional high standard of commitment to Equality and Human Rights issue;
- Good office IT skills to include use of software such as Microsoft Outlook, Word, Excel, Teams and Zoom etc.;
- Experience of working to demanding time scales and competing priorities in a pressurised environment;
- Demonstrate the ability to problem solve and deal with stressful situations;
- Demonstrate the understanding for respect for confidential information;
- Demonstrate an ability to empathise with service users.

Desirable Skills and Attributes:

- Ability to engage with service users effectively;
- Experience of managing volunteers;
- Experience of project development;
- Experience of fundraising;
- Experience of using social media as an awareness raising and marketing platform;
- Ability/skills in details record keeping, financial and budget systems and audit monitoring trails;
- Experience of being self reliant and creative and introducing new effective work methods;
- Experience of living/working with communities/individuals who are affected by discrimination;
- Knowledge of the workings of relevant agencies in the voluntary or statutory sector in a relevant field of work;
- Acts upon concerns about discrimination or inequality of opportunity;
- Full (clean) Driving Licence.