



Community Engagement Officer

Location:	The Cellar Trust, Farfield Road, Shipley BD18 4QP
Salary:	£21,635 - £23,635 FTE per annum pro rata (37.5 hrs per week) £17,308 - £18,907 actual salary per annum (30 hrs per week)
Hours of work:	1 full time post (37.5 hours per week) & 1 part time post (30 hours per week) available. Flexible working options considered.
Contract:	Fixed term (18 months)
Holiday:	25 days per year plus 8 bank holidays
Responsible to:	Head of Service
Informal enquiries:	Michelle Rhodes (Head of Service): michelle.rhodes@thecellartrust.org
Closing date:	4pm Tuesday 11 January 2022
Interview date:	TBC

Working for the Cellar Trust isn't about having a job - its about changing and saving lives. We are a mental health charity that supports people across Bradford, Airedale, Wharfedale and Craven, delivering brilliant services to give people a helping hand with their mental health. Whatever your role is you will have the chance to make your mark and see the impact of your work.

The Role

We are looking for an experienced Community Engagement Officer to help increase the reach of our services into diverse communities within Bradford, Airedale and Wharfedale. In this exciting new role, you will promote community engagement and increase referrals into our mental health services. You will do this by developing long-lasting relationships with a wide range of community groups, health, wellbeing and leisure services and community and voluntary sector organisations.

Who you are

You are dynamic and passionate about developing and delivering accessible mental health services and changing lives. You are excellent at building relationships and partnerships with a range of individuals, groups and service providers in order to break down barriers that prevent people accessing services. You are motivated, organised and experienced in working in community settings.

What you will do

- Increase referrals into our services by engaging in a variety of ways with local communities.
- Organise, attend and speak at external events, groups and services (statutory health services, community groups, local health forums and other meetings) to promote our services and build new relationships and partnerships. This may include occasional weekend and evening work.
- Work closely with our communication & marketing team to help raise the profile of The Cellar Trust and increase access to our services. This will include support for communication strategies and input into the development of communication materials and social media content.
- Help to organise and run training sessions with internal and external colleagues and services.
- Update our partnership database with all necessary information.
- Attend all relevant team meetings, providing engagement and referral figure updates.
- Contribute to all necessary reporting and monitoring activity and gather formal and informal feedback to help shape and improve the work.
- Support co-production activities with local residents, service users and stakeholders to support ongoing development of the service, including running service user focus groups.
- Undertake a range mandatory and role specific training including safeguarding, data protection, health and safety and mental health awareness training.
- Work in accordance with all Cellar Trust policies and procedures.
- Perform any other duties relevant to the post, taking a flexible, team-based approach to the role.

What you will get

- The chance to work for a dynamic, friendly and supportive charity.
- Opportunities to develop your skills and experience in community engagement work within a mental health setting, in a rewarding and fulfilling environment.
- Training and development opportunities.
- Access to our free employee assistance programme, including a 24hr helpline and counselling support.
- The option for flexible working if suited to the role – have a chat with us about your circumstances and we will see if we can accommodate your requests.

Person specification

All aspects of the person specification will be assessed through the application process with additional questions at interview stage. Please ensure that you address all of the criteria in your application.

Criteria	Essential	Desirable
Qualifications		Educated to degree level or equivalent.
Experience	Experience of community engagement work.	Lived experience of mental health difficulties.
	Experience of promoting wellness and reducing the stigma of mental health within community groups.	Experience of working in the voluntary and community sector.
	Experience of creating and maintaining successful partnerships in a community health setting.	Experience of working directly with mental health service users.
		Experience of managing a client caseload
Skills	Fluent in one or more of the following languages: Polish, Bangladeshi, Urdu, Punjabi, Gujarati.	Excellent writing and project reporting skills, with a high degree of accuracy
	Confident and approachable communicator able to engage with a wide range of people.	Strong negotiating skills.
	Skilled relationship builder, able to build trust and cooperation among service users, colleagues, stakeholders, community leaders, commissioners and funders.	
	Competent level of computer literacy, including the use of databases.	
Knowledge	Understanding of community cohesion and the wider challenges in this area.	Understanding of data protection.
	Awareness of safeguarding issues.	
Personal Qualities	Flexible approach to work including the ability to work as a team and using own initiative.	Innovative and open minded to new ideas and piloting new activities.
	Ability to multi-task, work calmly under pressure, and meet tight deadlines.	
	Passionate about mental health and improving the wellbeing of people in the district.	
	Ability to maintain a healthy work/ life balance.	
	Committed to professional and personal development	
Other	Willingness to undertake an enhanced Disclosure and Barring Service (DBS) check	
	Able to work some weekends and evenings when required	
	Willing and able to travel to a range of locations across the district.	

How to Apply

To apply for this post please answer these **three Qs** and submit them typed in an email or word document to recruitment@thecellartrust.org before the closing date (4pm Tues 11 Jan 2022):

1. What skills and experience do you have for this role?
2. How do you use your values in practice?
3. What experience do you have of engaging the diverse communities across our district?

If you would like a copy of any of the recruitment documents in another format, such as a paper copy, please email recruitment@thecellartrust.org. Only candidates invited to interview will be informed and due to the volume of applications received we may only be able to give feedback to people who are unsuccessful at interview stage.

The Cellar Trust believes in equity and we celebrate diversity. We are an inclusive workplace, where everyone is welcome and supported to be themselves. We are a Disability Confident employer and offer a guaranteed interview to candidates with a disability who meet all the essential criteria in the person specification. If you would like to request a guaranteed interview because of a disability please specify this in your application.