



Brent Community Engagement Coordinator

£28,500 per annum (full time equivalent for 35 hours per week)
12 months fixed term contract from October 2021

We think that this role requires 28-35 hours per week but we're open to discussion about flexibility.
This role will require a DBS check.

About Little Village

Little Village is like a foodbank, but for clothes, toys and equipment for babies and children up to the age of 5. We've grown to be one of the largest 'baby banks' in the UK, supporting over 11,000 children since we launched in 2016. Families are referred to us via a network of over 1,800 professionals such as midwives and social workers.

As a volunteer powered movement of parents committed to alleviating child poverty, Little Village's vision is that every child in the capital has the essential items they need to thrive.

About this role

The Little Village Brent site is a new development for Little Village and we are looking for someone who will build a vibrant community in and around the hub in supporting its operation.

You'll be passionate about tackling child poverty and motivated by our values of love, solidarity, thriving and sustainability.

Reports to: Head of Programmes

Main responsibilities

Local Community Engagement

Be a beacon for Little Village within the local community.

Within the social and voluntary sector:

- Understand the borough-wide local voluntary and community landscape and be present within this.
- Seek and manage local partnerships and co-working that can aid delivery of Little Village's mission, and annual development priorities.

With local donors:

- Work in partnership with local baby bank manager to understand local stock needs.
- Manage local social media and other media channels to ensure clarity within the local community about donation needs and methods.
- In line with baby bank needs and co-ordinating with the Baby Bank Manager, seek opportunities to grow donation networks locally.
- Initially coordinate regular local community donation events.

With local fundraisers:

- Work in partnership with the Head of Fundraising to grow local fundraising opportunities.
- Support community-based fundraisers with assets and emotional support.
- Identify local funding opportunities, including grants and trusts, local authority, and community-based.

With local influencers:

- Work with the Head of Advocacy to deliver our 'force for change' work locally, engaging the local community meaningfully in our mission to drive local anti-poverty action.

Within the wider local community:

- Ensure Little Village has a strong presence in the neighbourhoods within which we are based.
- Working with the volunteer manager, identify communities of potential volunteering and drive awareness of Little Village.

Family Engagement

Create a pathway from 'family receiving kit' to 'member of the Little Village community' to enhance access to the advice programme, and volunteering programmes.

Co-ordinate the local supported volunteers programme

- Promote the programme with local referral partners.
- Provide bespoke inductions and taster sessions, co-ordinating with the Baby Bank Manager.
- Co-ordinate the local buddy volunteer team.
- Mentor and coach supported volunteers.

Supervise local delivery of the advice and signposting programme including:

- Management of the local signposting volunteers.
- Liaison with external partners providing signposting services.
- Negotiation of local partnerships to deliver additional services for families.

Manage local governance to ensure it is aligned to our mission and operations.

- Include local stakeholders in governance, as defined by our network governance plan.

Volunteer Programme Delivery

To deliver a supportive volunteer programme that enables individuals and the organisation to thrive.

Working with the volunteer manager:

- Drive local community awareness of volunteering opportunities within Little Village, ensuring a good pipeline of prospective volunteers.
- Develop engagement within those communities less well represented in our volunteer base.

Communications

Co-ordinate the use of local hub communications channels (social media, community networks, local media) to drive our messaging for local requirements, in line with network-wide advocacy programmes, and in line with network-wide communications and fundraising activity.

Impact Measurement

Fully understand the network-wide impact measurement model.

Input as required to network impact measurement.

Implement any local tracking as required for network input or local grant reporting.

Monitor local impact stats regularly and review with the Head of Programmes.

Budgeting

Manage all local programme (family and volunteer) expenditure activity in line with the wider programme budget.

Safeguarding

Hub level safeguarding lead, acting as the local point of escalation for any safeguarding concerns and working in partnership with the organisational Designated Safeguarding Lead.

Team Working

Work in partnership with the Baby Bank Coordinator to ensure that activities running within the hub complement and co-ordinate.

Line manage any volunteers and session leaders running family engagement activities, in line with Little Village values, behaviours and HR practices.

About your skills and experience

We are looking for a highly motivated person to join our team, who is;

Able to manage multiple priorities

- Excellent at juggling multiple competing tasks and still deliver on time.
- A strong eye for detail.

A great team member

- Able to work autonomously and work as part of an effective team.
- Value and support everyone who comes into contact, volunteers and works at Little Village.

Has knowledge of and passion for our work

- A passion for tackling child poverty and the role we can play in that.
- Honesty, integrity and a strong commitment to our values.

Essential

- Experience in Community Engagement.
- Microsoft Office 365 skills (Outlook, Excel, Word).
- Excellent communication skills – both written and oral.
- Line management experience and/or experience of working with volunteers or volunteering.
- Experience of managing budgets.

Desirable but not essential

- Full, clean driving licence.
- Events or project management experience.
- Experience of using social media to build community.
- Experience (direct or indirect) of living in poverty.

What we can offer

Salary and pension

The salary for this role is £28,500 (FTE and subject to deductions). On pensions, we will match your contributions by 3% if eligible.

Hours of work

We think that this job requires 28-35 hours a week. We are open to discussions about flexibility.

Annual leave

You will be entitled to 28 days of annual leave including bank holidays (these will be pro-rated to reflect your working hours if you work less than 35 hours per week). We usually give the team time off between Christmas and New Year that doesn't come off your allowance.

Location

You will be based at our Brent site, which is located at 7 Park Lane, London HA9 7RH.

Contract

This is a 12 month fixed term contract, starting in October 2021. You will have a probation period of 3 months.

The application process

Little Village operates in London, one of the most diverse cities in the world. We are working towards a goal where our team fully reflects that diversity and difference in lived experiences and strongly encourage applications from under-represented groups including people from Black, Asian and Minority Ethnic backgrounds, LGBTQ+ people, people with disabilities, people with lived experience of poverty either personally or through family, experience of the care system, non-graduates and first-in-family graduates. As part of our commitment to fairer recruitment, all applications will be assessed without names and any protected characteristics.

We want Little Village to be a place where our individual differences and contributions are truly recognised and valued. We want to support people with disabilities and are fully committed to make any reasonable adjustments so that everyone can apply to this role. We are serious about working with the right candidate to make this role work for them. To read our Equal Opportunities Policy please see [here](#).

The requisite eligibility criteria, or work visa to work in the UK are a requirement for this position and unfortunately, we are not able to offer relocation and/or sponsorship support.

Please note that this position will require a DBS check.

If you need additional support with your application or interview process, then please do let us know what you need and where we can help make this accessible.

To apply, we would like you to complete this [online application form](#) by 9am on 10th September 2021. Here, you'll be able to attach a CV. You will also need to respond to the following questions, using up to 500 words for each answer.

- What skills and experience would you highlight that are relevant to this role and our work at Little Village?
- How have you successfully juggled multiple priorities and what strategies, systems and processes have helped you to do so?
- How would colleagues and friends describe you? What are your superpowers and how are you still developing?
- Which of our four values; love, solidarity, thriving and sustainability resonates with you most and why?

We will be looking for concrete evidence of the difference you've made in relation to the questions we've asked: it's your chance to show us the skills and experience you'd bring to this role.

We will also invite you to complete an [anonymous equal opportunities form](#). The information contained in this questionnaire will be treated as confidential and will be used for monitoring purposes only. This information won't be seen by any person involved in the selection process for this post. It will enable us to monitor how we are doing against our diversity and inclusion commitments.

Please note, applications not using the online application form and following the guidelines set out here or received after the deadline will not be considered.

Key dates

Submission of application: 9am on 10th September 2021

All applications will be assessed on the match to the experience and skills set out here. We know we are asking for a lot and we are looking for your honest appraisal of where you are already high performing and where there is room for growth.

First round: 16th September 2021

This stage will include a competency-based interview with two members of the Little Village team. We will confirm who you'll be meeting when this interview is arranged.

Second round: 21st September 2021

This stage will include a competency-based interview with two members of the Little Village team. We will confirm who you'll be meeting when this interview is arranged.