
The South Hampstead And Kilburn

Community Partnership

Community Champions Coordinator

Full time- 35 hrs per week

Salary circa: £28-30,000 pa

SHAK is a resident led charity based on the Alexandra and Ainsworth estate in the Kilburn Ward of Camden, London, dedicated to supporting residents and young people living in an area of high deprivation.

Our Mission is to work with local young people and adults to improve well-being, inclusion and life chances by nurturing talents, passions, skills and confidence.

Our Vision is of a place where everyone can live, learn and grow together.

SHAK has been commissioned by Camden Council to deliver the “Community Champions” project on specific estates in the Kilburn ward. The Community Champions model builds on the strengths, skills and knowledge of local communities, by recruiting local people as volunteers to tackle inequalities, improve health and wellbeing and address local issues of concern.

You will recruit, coordinate and support local volunteers to undertake the following activities:

- Insight gathering: on health and wellbeing issues to help the local Authority and partners understand deep-rooted attitudes, behaviours and perceptions. These activities will engage local residents in the project and highlight priority areas for action in each location.
- Signposting: raising awareness of health and wellbeing services, and signposting where appropriate.
- Organising regular activities for local residents, based on broad health and wellbeing priorities identified by local residents.

To apply

First check the job description and person specification below and then , please send your CV and covering letter explaining why you are interested in the post and how you demonstrate the required skills, experience and personal attributes required.

Email: jobs@shakonline.co.uk

Closing date: 23/06/2020

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Job title	Community Champions Coordinator
Salary	£28-30,000 p.a.
Contract	Permanent
Reports to	CEO
Responsible for	Community Champions volunteers
Scope & Role Purpose	To design, implement and manage development of the Community Champions Project in Camden with the aim of supporting demonstrable improvements in the health and wellbeing of residents living in Kilburn Vale, Kingsgate, Sidings and Web Heath housing estates. Particularly through the recruitment and development of local people acting as volunteers to help beneficiaries find their way to appropriate services and disseminate relevant information and messages.
Key responsibilities	<p>1. Deliverables/outcomes</p> <ul style="list-style-type: none"> ● Recruit and induct volunteers to undertake the roles of Community Champions from the targeted Housing Estates. ● Ensure effective mechanisms are in place to signpost members of the community to appropriate services ● Establish and support a range of volunteer-run activities e.g. information sessions and specialist training workshops on health and wellbeing themes designed to inform and build upon the knowledge of volunteers. ● Maintain accurate records on volunteers support/activities provided to service users engaged in the project including delivery of health and wellbeing awareness campaigns and activities and signposting members of the community to appropriate services. ● Liaise with GP surgeries and health and social care providers located in and/or serving Housing Estate residents to develop a thorough understanding of their services and create referral and access pathways ● Liaise and work in partnership with existing Community Champions projects based in Camden borough. ● Manage project budget and maintain records of expenditure. ● Contribute to the delivery of S.H.A.K's business plan, strategic plan and other strategic plans. ● Contribute to the overall success of S.H.A.K including attracting new funding, developing new partnerships, and delivering high quality user experience to support the sustainability of this programme.

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	2. Management & Leadership <ul style="list-style-type: none"> ● Conduct regular supervision and feedback meetings with volunteers ● Source and deliver continuous professional development to volunteers to enable them to undertake baseline studies ● Ensure all volunteers understand and maintain a strict policy of confidentiality in their dealings with service users and adhere to all of S.H.A K's corporate policies. 	
	3. Communications and Teamwork <ul style="list-style-type: none"> ● Develop cross sector partnerships that enable organisations to work with volunteers to become actively involved in the local community. ● Support the development and use of social media for the purpose of communicating and promoting new services and health and wellbeing campaigns or activities. ● Contribute to the design and production of community champions newsletters, and arrange distribution to service users. ● Contribute to the wider Public-Health funded Community Champions programme and attend provider and other meetings as required 	
	4. Audit and Reporting <ul style="list-style-type: none"> ● Prepare progress reports for S.H.A.K Trustees to required timescales ● Update monitoring information on commissioner's electronic database ● Prepare reports and attend quarterly monitoring meetings with project commissioners. 	
	5. Training and Development <ul style="list-style-type: none"> ● Take an active role in the community including through personal development plans, assigning relevant roles, promoting good team work and delivery of training workshops ● Complete mandatory training as required ● Attend training and study days, identified within your personal development plan and in line with organisational needs, aims and objectives. 	
	6. General <ul style="list-style-type: none"> ● Willing and able to work occasional evening or weekends ● Work within the boundaries of all S.H.A.K's policies and procedures ● Engage in the use of information and communication technology (ICT) in the area you are working and achieve the required level of competence. ● Any other duties that may be reasonably requested. 	
	Person Specification	
	Essential	Desirable
Qualifications		

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<p>Experience</p>	<ul style="list-style-type: none"> ● Experience of project management ● Experience of community development and capacity building through volunteering and active citizenship in culturally, ethnically and religiously diverse communities including setting up and facilitating stakeholder/service user networks ● Knowledge of community engagement and empowerment processes and outreach methods, particularly with communities experiencing barriers to engagement. ● Experience of developing community activities , health campaigns and conducting community baseline surveys ● Experience of project monitoring, evaluation and reporting procedures including establishing effective procedures and systems for collecting and measuring output and impact information. ● Experience working with health and wellbeing projects ● A thorough understanding and experience of implementing safeguarding, confidentiality Health & Safety policies and undertaking Risk Assessments within a volunteering programme 	<ul style="list-style-type: none"> ● Experience working with public, community health and related professionals such as adult social care
<p>Essential Skills</p>	<ul style="list-style-type: none"> ● Budget management ● Ability to identify, recruit and manage volunteers from a diverse range of backgrounds ● Excellent communication skills including written English and experience of preparing & using a variety of communication methods such as newsletters, promotional materials and social media 	<ul style="list-style-type: none"> ● Knowledge of funding organisations and models

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	<ul style="list-style-type: none"> ● Good networking and partnership development skills ● Good time management, planning, organisational and IT skills with excellent attention to detail. ● An innovative and creative approach to community initiatives and activities ● Excellent organisational skills ● Ability to prioritise own and others' workloads ● Ability to work collaboratively with colleagues, organisations and a wide variety of people ● Ability to work without direct supervision and use initiative ● Ability to deal with and resolve conflict situations ● Excellent administrative skills ● Excellent interpersonal skills 	
Personal attributes	<ul style="list-style-type: none"> ● Highly motivated and driven by positive values and commitment to motivating others ● Positive and enthusiastic outlook ● Flexible and adaptable against a background of change 	