



**Job title:** Community Engagement Lead for the Brent MyEnds Violence Reduction Programme

**Responsible to:** Programme Manager for the Brent MyEnds Violence Reduction Programme and Step Up Hub CEO

**Location:** London Borough of Brent

**Hours:** 4 days per week (or equivalent time across 5 days) and will include some early evening work and occasional weekends

**Status:** Fixed-term contract for two years, with possibility of extension for an additional 18 months

**Pay:** Circa £25k depending on experience; plus 5% employer pension contribution

**Additional benefits:** professional support from the Violence Reduction Unit (VRU)

**Job reference:** SUH/11

**About Step Up Hub:** [www.stepuphub.org](http://www.stepuphub.org)

**About the Violence Reduction Unit:** [VRU](#)

**About the MyEnds Programme:** [MyEnds](#)

## **Step Up Hub**

Established in 1996, Step Up Hub is a grassroots charity in the London Borough of Brent dedicated to addressing the root causes and consequences of poverty and inequality within disadvantaged communities, especially within the global majority. It offers an array of services covering welfare, education, training and skills development, as well as on mental health, cost of living, and physical wellbeing. It adopts a whole village approach in its work and values working together to secure a shared sustainable future for all.

## **'I AM Brent' consortium**

Step Up Hub leads a consortium, known as I AM Brent, that consists of six well-respected local charities who are working together to address the root causes and effects of violence affecting young people in the London Borough of Brent.

## **Programme Description**

The programme is part of the Mayor of London's flagship violence reduction programme, known as MyEnds. It is a place-based violence reduction initiative that adopts a public health approach. The consortium is providing an array of positive opportunities for young people and support for families, including through tailored interventions. The programme also aims to improve statutory and voluntary organisation networks and access to referral, and to ensure the voices of young people and community members are built into provision. The work is focused on the Church Road Estate, Stonebridge Estate, St Raphael's Estate, Chalkhill Estate and Harlesden Town Centre areas.

## **The Role of the Community Engagement Lead**

The Community Engagement Lead will be a key member of the team delivering the I AM Brent MyEnds programme. They will develop and maintain strong relationships with the breadth of young and older community members, and local businesses to conduct community engagement. They will subscribe to the values of co-production and work positively in accordance with I AM Brent's Equal Opportunities, Safeguarding, Data Protection and Health and Safety policies.

In addition, the Community Engagement Lead will:

- act as the primary contact for requests from the community for information about I AM Brent's services and events,
- disseminate to the community information about I AM Brent's services, community fund, and events,
- organise, and support the delivery of, community engagement events, youth forums and community forums,
- encourage community participation,
- provide status reports regarding upcoming community outreach, engagement, events, and initiatives to consortium members and community members, and provide end of community activity reports to the Programme Manager,
- summarise views of community members about their needs and ideas to improve safety,
- signpost community members to support following outreach activities,
- process referrals to the I AM Brent programme,
- support the organisation and administration of talks at community centres, places of worship, and community events, on supporting young people's safety,
- support the organisation and administration of parenting programmes,
- represent I AM Brent and Step Up Hub at meetings, forums, roundtable discussions and

- related events,
- help recruit and line manage community volunteers.

The Community Engagement Lead will be supported by the I AM Brent MyEnds Programme Manager, Step Up Hub senior leadership team and consortium members, and will work closely with I AM Brent's Network and Communications Lead.

## Person Specification

The person specification gives an indication of the skills, knowledge and experience required to carry out the job. The person specification will be used in the shortlisting and interview processes for this post. You should demonstrate in the further statement section of the application form how you meet each of the requirements listed.

## Requirements

<b>Experience</b>	Essential	Desirable
A minimum of 2 years' experience of community outreach, community engagement, or provision of community services	✓	
Experience of organising and administering public events	✓	
Experience of processing referrals		✓
Experience of signposting community members to services or provision		✓
Experience of working or volunteering on a placed-based project, with a focus on violence reduction among young people		✓
Experience of producing reports	✓	
Line-management experience		✓
Experience of implementing policies and procedures	✓	

<b>Knowledge, Skills and Ability</b>	Essential	Desirable
Ability to organise and prioritise multiple deadlines and manage routine administrative tasks	✓	
Strong interpersonal skills at all levels with an ability to communicate effectively across communities	✓	
Ability to summarise information and views	✓	
Strong IT skills and knowledge of how to use social media to promote events	✓	
An understanding of the voluntary and statutory networks in Brent		✓

An awareness and understanding of Equal Opportunities, Safeguarding, Data Protection and Health & Safety	✓	
Knowledge of the local context, including the specific challenges and opportunities within the Church Road Estate, Stonebridge Estate, St Raphael's Estate, Chalkhill Estate and Harlesden Town Centre areas		✓
Ability to work effectively in teams and alone	✓	
<b>Personal Qualities</b>	Essential	Desirable
Adaptable to new situations and able to motivate and inspire others	✓	
Comfortable engaging with community members and representing the consortium and Step Up Hub	✓	
Able to cope under pressure and accept responsibility to meet goals	✓	
Willing and available to work outside usual office hours, including evenings and weekends	✓	
Able to increase community engagement	✓	
Attention to detail and accuracy	✓	
Empathy and respect for others	✓	

**The successful candidate will be required to undertake an Enhanced Disclosure and Barring Service (DBS) check prior to employment.**

**To apply, complete an application form together with Step Up Hub's equal opportunities monitoring form and send to [sham@stepuphub.org](mailto:sham@stepuphub.org).**

**The deadline for submitting your application is 1pm Thursday 24th October 2024. Shortlisted candidates will be interviewed on Monday 28 October 2024.**

To arrange an informal chat about this role, email [sham@stepuphub.org](mailto:sham@stepuphub.org).