



Job title: Network and Communications 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/10

About Step Up Hub: 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 Network and Communications Lead

The Network and Communications Lead will be a key member of the team delivering the I AM Brent MyEnds programme. They will lead on liaison with voluntary sector providers and statutory service providers, including Brent Council, the police and schools, and on strengthening networks between them to help young people stay safe. They will be responsible for implementing I AM Brent's communication strategy. 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 Network and Communications Lead will:

- act as the primary contact for voluntary and statutory providers,
- improve the referral process through strengthening networks, and by producing effective communication,
- encourage organisations to apply to I AM Brent's community fund and to take up the capacity building support offered to applicants,
- write information about I AM Brent services and events, encouraging engagement,
- be responsible for ensuring I AM Brent's website content remains relevant,
- create interactive social media content and materials for publicity campaigns,
- write press releases and news articles on key developments,
- support the production of short educational and marketing videos,
- report on progress against deliverables,
- represent I AM Brent and Step Up Hub at meetings, forums, roundtable discussions and related events,
- help recruit and line manage volunteers.

The Network and Communications 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 Community Engagement 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

Experience	Essential	Desirable
Experience of developing and sustaining networks involving a variety of stakeholders including statutory providers	✓	
Experience of updating an organisation's website, writing publicity materials, creating interactive social media content and writing news articles	✓	
Experience of administration	✓	
Experience of supporting a placed-based project, with a focus on violence reduction among young people		✓
Experience of producing reports against deliverables	✓	
Line-management experience		✓
Experience of implementing policies and procedures	✓	

Knowledge, Skills and Ability	Essential	Desirable
Ability to organise and prioritise multiple deadlines and manage routine administrative tasks	✓	
Strong interpersonal skills at all levels with an ability to negotiate effectively across organisational boundaries	✓	
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	✓	
Personal Qualities	Essential	Desirable

Comfortable engaging with and motivating organisations, 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 encourage and promote 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.

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.