

Job Description and Person Specification	
Job title	Community Connector
Focus area	Millbrook/Redbridge
Hours	21 hours per week
Salary	£12,828 to £14,111
Based at	Working from home with a base in the area
Reports to	Strategic Lead – Physical Activity & Health
Contract	2 years

About the role

We want to start with what matters to the community. We would like you to focus on what is strong and use the local resources; that of the people and the neighbourhood. The focus of this role is to support residents to participate in shaping and delivering activities in the wider Millbrook area; by creating more opportunity so that communities can produce the things that matter to them. The work will involve building trust with the local community, ensuring local people feel listened to and can influence decisions. Alongside this, you will support the development of a range of activities to explore how physical activity and sport can be used as a tool for social change in the community. An important part of the role will be demonstrating the impact of the project through collecting information and presenting it to organisations who are interested in the work. The Community Connector role is responsible for providing information, and support to organisations and the community, ensuring that activities are participant led and signpost when appropriate to other services/organisations.

We know that Millbrook/Redbridge has a range of resources available to the community that can facilitate an active lifestyle. Yet, a third of the Millbrook/Redbridge community are not physically active enough for good health. We want to work with the people in Millbrook and Redbridge to determine their needs and how they can collectively enhance their local community together.

About the team

Energise Me is a charity that is working hard to end physical inactivity, with a goal to create happier, healthier, and stronger communities for local people. We want everyone to have the confidence, support, and opportunity to be active on their own terms. Energise Me has a geographical area that includes Hampshire, Isle of Wight, Portsmouth, and Southampton. Physical activity transforms lives. Our work is helping people to reduce the risk of many preventable diseases, from cancer to diabetes, and conditions like obesity and depression, as well as increasing your chances of staying independent in later life. We are enabling communities to thrive, taking responsibility for their resources and each other. Energise Me

works across multiple networks including health, education, and community settings, liaising with partners locally and nationally.

Main Duties and Responsibilities:

- To represent the project at community level, ensuring communication is maintained between funders, local agencies and the local community.
- To interact with residents and communities to identify local priorities, accounting for existing provision. This will include work to encourage local people and communities to engage in the consultation process.
- To plan, manage and support ongoing consultation and capacity building with the community.
- Create and promote opportunities for physical activity and sport to be included in community life, and every day for the people living in Millbrook and Redbridge.
- To support the development and running of a community panel to inform the work and lead on local decision making.
- To identify key community champions to support the project long term, identify training as required and ensure there are long lasting options for the activities provided.
- To create and support the delivery of an action plan, directed by the local community and partners.
- To support the evaluation of the programme both in terms of data collection and supporting the local community to participate in the evaluation. This will include monitoring progress, collating data, and feedback regarding the project delivery.
- To promote and link the project across other local community providers.

Day to day responsibilities:

- Assist in the identification and undertaking of his/her own training and development requirements.
- Maintain a confidential, and discreet approach to personal, sensitive, and organisational information, ensuring compliance with data protection legislation.
- Act within Energise Me's stated values and comply with our policies and procedures.
- Be flexible to take on additional duties appropriate with the role from time to time.
- Contribute to a culture of equality and demonstrate a commitment to removing all forms of discrimination as a colleague and service provider.
- Ensure that all Safeguarding policies are adhered to and concerns are raised in line with these policies.
- This role may require a flexible approach to when hours are worked, including some evenings and potential weekends. Weekly working patterns may vary depending on the activities of the role.

This job description is not necessarily an exhaustive list of what is expected day to day but is intended to reflect a range of responsibilities the post-holder will perform. The job description will be reviewed regularly and may be changed in the light of experience and in consultation with the post-holder.

We are looking for someone with...

Description	Criteria
Experience	<p>Experience of working with communities, with evidence of making a difference.</p> <p>Experience of evaluating community development work.</p> <p>Experience in creating and managing effective relationships with different people and organisations.</p> <p>Experience of organising and delivering community-led events.</p> <p>Experience of using activities as a means for social change.</p> <p>Experience in designing, implementing, and reviewing plans.</p> <p>Experience of organising community consultation.</p>
Knowledge	<p>Good local knowledge of Millbrook / Redbridge.</p> <p>Knowledge of how sport and physical activity can be used to affect positive change in communities.</p> <p>A good knowledge of current insight into factors that affect participation in sport and physical activity.</p>
Skills	<p>Ability to nurture and maintain positive relationships with a variety of people and organisations.</p> <p>Able to use Microsoft Office and social media tools competently.</p> <p>Creative problem solving.</p>
Personal Attributes	<p>Strong interpersonal skills to establish and maintain positive working relationships.</p> <p>Ability to communicate effectively, both verbally and in writing.</p> <p>Ability to assess priorities and work to strict deadlines.</p> <p>Ability to work under own initiative and as part of a team.</p> <p>Pro-active with a positive attitude and plenty of creativity and drive.</p>
Energise Me Values	<p>These values sit at the heart of our organisation, and everyone has a responsibility to demonstrate:</p>

	<ul style="list-style-type: none"> ▪ Innovative – to never stand still, keep an eye on the future and always ask the question why? ▪ Respectful – to celebrate diversity and embrace a range of perspectives. ▪ Committed – to making our vision a reality and tackling the barriers that stand in our way proactively. ▪ Collaborative – to work in harmony to unlock greater good. ▪ Purposeful – to make precious resources go a long way by being focused and prioritising well.
Other	<p>Passionate about making a difference to people’s lives.</p> <p>Ability to fulfil travel requirements of the role.</p> <p>Willingness for DBS check</p>

Recruitment process:

Step 1 – Ask us for more information. Contact us via email, social media, whats app or telephone to have a chat through the role and we can send out more information (about the role and the person).

Step 2 – Apply for the Community Connector role – deadline TBC. We have three questions we would like you to answer, but how you apply is up to you! This could be a blog, a video, poster, or voice recording - whatever works for you.

Step 3 – Interview. You will be invited to interview, either in person or video call.

Step 4 – Interview outcome. You will be notified if you were successful or not within 2 working days. Confirm start date, pending pre-employment checks.

Pre-employment Checks:

As part of the pre-employment checks that are undertaken for this role, you will be asked to provide two references, complete a Pre-Employment Health Questionnaire and a DBS check. The health questionnaire is confidential and will be screened to ensure you are medically fit for this role before being formally offered the position.