

JOB **VACANCY**



DELIVERY OFFICER

Job Title	Changing Connections – Community Connector
Hours	37 hours per week
Working Days	Monday to Friday
Salary	£ 28,500 per year
Pension	5% matched employers pension contribution
Contract	Permanent
Paid Holiday	35 days per year (including Public Holidays)
Location	Employed from The Atkins, Lower Bond Street, Hinckley, LE10 1QU but working remotely around Leicestershire & Rutland

Job Brief

We are looking for people to deliver our Changing Connections project, specifically focussing work in either Melton Borough (Leicestershire) or Rutland. Through Changing Connections, you will help people to improve their wellbeing and overcome disadvantage by building better connections and support networks.

In the role you will work to find, reach, and support adults in rural areas who are isolated, disconnected and/or struggling due to a combination of their domestic rurality and significant life changes/events. With your help, these individuals will have more opportunities to enjoy better wellbeing and life opportunities.

Job Responsibilities

The Community Connector role will include responsibility for:

1. The successful delivery of Changing Connections in Melton and/or Rutland, with support from our Mental Wellbeing Delivery Lead, and in line with funding requirements.
2. Completing all monitoring and project impact reports as required.
3. Being the primary contact and liaison point for Changing Connections project delivery and monitoring in Melton and/or Rutland.
4. Ensuring that all RCC policies and procedures are followed throughout delivery.
5. Liaising with local Social Care Teams in each area to ensure that the most vulnerable people are supported in targeted rural areas.
6. Organising Changing Connections engagement events including bookings for the coffee van (Village Halls/Community Centres) and ensuring that a warm, social area is available.
7. Promoting events in your designated area to ensure that communities are aware of each event and the support we can provide.
8. Attending each event and talking to individuals / groups about how Changing Connections can support them in their local communities, either on a group basis or individually.
9. Providing keywork to those that require more intense, one-to-one support, ensuring consent is obtained, and individual details are logged onto a secure database.
10. Follow up calls / emails / meetings within 2 days of each engagement event. Discussing with each individual or group how Changing Connections can help them to move forward and / or to supply information requested.
11. Helping people to reach out to their community, to local grassroots voluntary or charitable organisations, or to social care teams if required.
12. Providing 1-2-1 keywork, mentoring, and support to a case load of project participants (facing a range of mental and/or physical health challenges).
13. Completing other project delivery and/or administrative duties as delegated.

Personal qualities

The nature of the Community Connector role will require you to be:

1. Connected – a good communicator, who can actively listen and provide information to individuals in a clear, calm, and concise way.
2. Adaptable – someone that is flexible and that can adapt your approach to get the best out of the people and groups you are working with.
3. Resourceful – a self-motivated person that can take ownership of the project and ensure our charitable resources are used to maximum effect.
4. Empathetic – able to put yourself in someone else's shoes and see the world from their perspective.

There are no essential qualifications or past work experiences we require for the role; however, we would be particularly interested in hearing about experience of:

- A. Community engagement or community development work (voluntary or paid).
- B. Mental health first aid or similar.
- C. Counselling or 1-2-1 keywork.

How to apply

Applications welcomed until 9am on Monday 17th June.

To apply please complete an application form:

<https://forms.office.com/r/1xhWVUu1r9>

Successful candidates at application stage will be invited to an interview at our offices in Hinckley week commencing Monday 24th June.