



# Job Description

<b>Job Title</b>	<b>Changing Futures Ethnic Minority Community Engagement Coordinator</b>
<b>Job Purpose</b>	<p>Engaging and communicating with people from different backgrounds to understand the prevalence of Severe and Multiple Disadvantage (SMD) and the challenges in accessing services.</p> <p>Working with community leaders and groups to design and deliver engagement activities that help to improve knowledge of SMD and impact on communities.</p> <p>Building relationships, as well as connecting people with tools, networks and knowledge about SMD services, especially the Changing Futures Navigators, the Wraparound Multi Disciplinary Team as well as the Practice Development Unit (PDU).</p>
<b>Major tasks</b>	<ul style="list-style-type: none"><li>• Organise and deliver events such as talks, workshops and roundtable discussions with stakeholders.</li><li>• Develop high quality and accessible resources tailored to specific target groups.</li><li>• Involve lived experience in the design and development of resources.</li><li>• Work alongside the PDU and Changing Futures to develop culturally appropriate resources for front line workers</li><li>• Work collaboratively with colleagues in the wider Changing Futures teams, to share knowledge and experience. This includes staff and volunteers of the lived experience team, with attendance as required at the Experts by Experience Board.</li><li>• Engage and establish relationships with key stakeholders including policy makers and community groups working with ethnic minority communities.</li><li>• Build a network of well-informed and engaged community groups and provide tools for them to engage with their members, delivering information to access help with SMD issues.</li></ul>

	<ul style="list-style-type: none"> <li>• Work with communities to collect, analyse and represent information that is important to them in representations that express their concerns.</li> <li>• Write update reports to funders.</li> </ul>
<b>General requirements</b>	<ul style="list-style-type: none"> <li>• To manage own workload effectively.</li> <li>• Able to use Microsoft Office to a high standard.</li> <li>• Comfortable with working remotely and using virtual meeting and collaboration tools such as Zoom and Microsoft Teams.</li> <li>• Contribute to the development of NCVS as an effective organisation working in the interests of the voluntary sector.</li> <li>• Work within standards of good practice working with and involving volunteers.</li> <li>• Attend appropriate NCVS meetings, including staff and volunteers meetings, team meetings and others as appropriate.</li> <li>• To receive supervision and appraisal and be committed to own development.</li> <li>• To be committed to and work within NCVS policies and procedures, including its Ethical Values Statement, Equality, Diversity, Harassment and Health and Safety policies.</li> <li>• Undertake any other tasks as deemed appropriate by NCVS management.</li> </ul>
<b>Responsible and accountable to</b>	TBC
<b>Employed by</b>	Nottingham Community and Voluntary Service (NCVS)
<b>Contract details</b>	Fixed Term for 12 months
<b>Terms and conditions</b>	<p>Flexible working hours, using a TOIL system</p> <p>Paid sick leave, dependent on length of service</p> <p>5% pension contribution, dependent on employee's own contribution</p> <p>NCVS has a comprehensive Staff Handbook, which outlines the terms and conditions applicable to this post.</p>
<b>Salary</b>	£28,783 – £30,843 per annum
<b>Working Hours and location</b>	Full time, 35 hours per week. Primarily hybrid working with significant time spent in community settings.