



Community Outreach Worker Job Description



Job title:	Community Outreach Worker
Reporting to:	Centre Manager
Working directly with:	Family Services Coordinator, Early Years Practitioner, Volunteers
Working in partnership with:	Health Visitors; Midwives; Soha Housing, Church, Berinsfield Information & Volunteer Centre and other local organisations
Hours of Work:	0.6fte - 22.5 hours/week
Location:	Based in The Berin Centre, Berinsfield. Occasional travel out of Berinsfield may be required for training and networking.
Salary and benefits:	£23,080 per annum full time equivalent, pro rata. Holiday entitlement of 25 days per annum pro rata plus bank holidays, and a pension scheme.
Contract	This post is fixed term and funded for one year, with the possibility that it may be extended subject to further funding being secured.

About The Berin Centre

The Berin Centre is a well-established hub within the Berinsfield community, providing family and community services including child and family activities and support, a Community Larder, and hireable space for complementary services including counselling and sensory sessions for children with disabilities. We have a small team at present, but are looking to grow both our capacity, and what we provide to the local area over the coming year.

Role summary

The Community Outreach Worker is vital in steering our development at The Berin Centre, connecting with the local community and designing new streams of work in response. You will be responsible for proactively building relationships with residents to understand the interests and needs that are felt to be most important to them, and to identify and develop projects or services in response. Your time will be spent meeting residents at other groups or events, and hosting events to attract different people to engage with you. Through this relationship development and information gathering you'll begin to build a picture of the wants and needs of the local community, help them to access existing services through The Berin Centre, and begin to develop plans for new provision; involving the community every step of the way. You'll work in partnership with residents and relevant partner agencies, to achieve the best outcomes for the local community. You'll take a flexible and strengths-based approach, and draw on your understanding of community development and participation.

We're committed to building a team that is diverse and inclusive and therefore actively welcome applications from marginalised groups including people of colour, trans and non-binary people, and people with disabilities. The Berin Centre is committed to opportunities to grow and develop, so even if you don't have *everything* we're looking for but are motivated to learn, we still want to hear from you!

Key tasks and responsibilities:

1. Service planning and delivery

- Develop and sustain positive relationships with a range of people including residents, community leaders, local groups and organisations, and local authorities
- Design and deliver a range of community outreach and engagement activities
- Recruit and support local people to become volunteers and active leaders in their community, and work alongside them to help them to remain engaged and involved
- Plan and hold events, and attend existing events, that draw in and involve local residents and partners
- Support, instigate, and co-create community-led action in response to the community's identified needs
- Propose, plan and deliver new provision by The Berin Centre in response to the community's identified needs
- Support local people to take advantage of the opportunities provided to them by The Berin Centre

2. Reporting, Monitoring and Evaluation

- Monitor and evaluate the impact of any new initiatives trialled, and remain agile to evolving needs
- Contribute to data collection and impact measurement processes

3. Personal responsibilities

- Actively participate in supervision and reflective practice
- Demonstrate ongoing commitment to continuing personal and professional development, attending relevant training as required
- Demonstrate ongoing commitment to safeguarding, escalating any safeguarding concerns to the Designated Safeguarding Lead in a timely manner
- Adhere to The Berin Centre policies and procedures at all times
- Ensure that the Centre Manager is kept informed of all accidents, incidents, complaints and concerns, and support agreed actions as appropriate

4. Responsibilities of all Berin Centre staff

- Support the day-to-day running of The Berin Centre as needed
- Ensure that The Berin Centre is a welcoming, inclusive and nurturing environment for all
- Support the development of a culture of continuous improvement and user involvement; actively seeking opportunities to improve our services and to involve stakeholders in doing so
- Act at all times in a professional manner and positively promote The Berin Centre in all interactions
- Contribute to marketing and communications, whether online, in print, or via networking
- Be accountable for own actions and practice, attending meetings, supervision, and development opportunities to ensure service excellence
- Manage individual workload and plan time effectively

Note: The post holder is expected to carry out other duties from time to time which are broadly consistent with those in this document. This job description is subject to changes to meet the needs of the organisation, following discussion with the post holder.

The post is exempt from the Rehabilitation of Offenders Act 1974 and is subject to an enhanced criminal records check by the Disclosure and Barring Service.

Person Specification

Qualifications	
Relevant qualification in Community Work or equivalent	Desirable
First aid or food hygiene, or other relevant qualifications	Desirable
Knowledge and understanding	
Community development, participation, and current best practice	Essential
Safeguarding practice, health and safety, risk management	Essential
Equality, inclusion and accessibility	Essential
Social exclusion, disadvantage and deprivation	Desirable
Excellent knowledge of, or connection to, the Berinsfield area	Desirable
Some understanding of data collection, in particular qualitative methods	Desirable
Experience	
Working in community outreach and engagement, particularly with disadvantaged groups	Essential
Facilitating and leading creative and engaging community-based workshops and activities	Essential
Seeking out, listening to, and responding to the expressed wishes, needs and concerns of community members	Essential
Involving and supporting people to take part in community-led projects	Desirable
Recruiting, supporting, and mentoring volunteers	Desirable
Using creative approaches to community engagement, eg: art, music, sport	Desirable
Project and service development	Desirable
Applying for grants	Desirable
Skills & abilities	
Strong communication skills including presenting, facilitation, and relationship building	Essential
Highly motivated and self-starting, with a determination to 'make things happen'	Essential
Excellent time management & organisational skills	Essential
IT literate	Essential
Fluent in spoken English	Essential
Report writing	Desirable
Values	
Passionate and committed to supporting children and families	Essential
Commitment to equality of opportunity and anti-discriminatory practice	Essential
Alignment with the Berin Centre ethos, approach, and comfortable with working both in the centre and out in the community	Essential
Circumstances	
Able to work flexible hours as required, including evenings, weekends and school holidays	Desirable