**Job Description**

**Equity, Diversity and Inclusion - Community Development Worker**

**Job title:** Outreach Community Development Worker - 12 month funded post

EDI (Equity, Diversity and Inclusion) Project

**Reporting to:** Chief Executive

**Salary:** £25,200 per annum, pro rata

**Hours:** Full or part time position will be considered depending on applicant,

Part-time: up to 25 hours per week over a minimum of 3 days/evenings

Full Time: 37.5 hours per week Usually Monday- Friday between 9 and 5

For both full and part time roles hours will need to be flexible to accommodate meetings within community settings including evenings and weekends.

**Holidays:** 25 days statutory entitlement per year – pro rata equivalent

(including 8 bank holidays)

**Purpose**

This role will focus on working with the ethnic minority communities and those of other protected characteristics communities, as designed by the Equality Act 2010, of Burton and the surrounding district. The purpose of this role is to increase our visibility through online presence and community activities within minority communities, tackle stigma, myths and taboo subjects around sexual abuse and violence, including rape, and promote healthy relationships, making SARAC’s 1:1 support inclusive and accessible. Exploring cultural acceptance and awareness around sexual abuse, violence and exploitation. This role also carries Safeguarding Officer responsibilities.

**Main Duties & Responsibilities**

* To develop, co-ordinate and deliver EDI and community development activities in conjunction with SARAC’s strategic objectives, focussed on breaking down barriers with local providers and communities.
* To maintain the current support services and outreach group activities.
* To recruit and support our ‘Community Ambassadors’ who will be available to support the group work within our communities.
* Maintain presence on SARAC’s social media platforms - Facebook, X, LinkedIn, Instagram by creating and posting content on activities and events.
* Safeguarding responsibilities; promoting and safeguarding the welfare of the children, young people and vulnerable adults for whom they’re are responsible or come into contact with.
* Networking, developing partnership working, mainlining relationships, and fostering new collaborative working.
* Set up staff and volunteers EDI training to ensure your knowledge is shared, understood and embedded into our values.
* To confidentially design and deliver training on your expert knowledge to external partners.
* Remain up to date with local, national, and international EDI policy and practice, acting as a source of knowledge and a channel for communications.
* Ensure appropriate data is identified, analysed and used to identify areas of focus and tracked progress.
* Act as a key link between the CEO and the Board of Trustees, working in partnership to ensure flow of communication, best practice, initiative and support.
* Champion all aspects of EDI within the work of SARAC’s systems, working positively and proactively and considering all stakeholders.
* Undertake appropriate planning (defining project deliverables, success, criteria, benefits management, data management, dependencies, change control, risk management, safeguarding and resource/cost) for identified EDI activities.
* Ensure that deliverables, objectives, and outcomes of the projects are achieved as specified, with timescales, to budget and to agreed quality standards.
* Produce and present comprehensive highlight reports to relevant stakeholders as required.
* Budget holder for the project, maintaining records and spending accordingly.
* Work collaboratively with colleagues across SARAC to facilitate the effective delivery of EDI projects and activities.
* Meet targets as set out by Reaching Communities funding requirements.
* Help the CEO complete an annual and final evaluation for the project.

**Person Specification**

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| **Criteria** | **Essential** | **Desirable** |
| Evidence of CPD and further training ideally including EDI and community development and trauma studies. | P |  |
| Additional qualifications or training in working with trauma and /or victims of sexual violence. |  | P |
| Asset based community development experience. | P |  |
| Experience of successful delivery of projects or initiatives. | P |  |
| Experience of managing sensitive issues / projects. | P |  |
| Knowledge and experience of safeguarding adults and young people. | P |  |
| Knowledge and experience working with volunteers | P |  |
| Confident in the use of social media platforms, including basic content creation | P |  |
| Experience delivering training or education to various audiences |  | P |
| Effective communication skills including facilitation, influencing and stakeholder engagement. | P |  |
| Experience of working with different organisations to achieve the same purpose. |  | P |
| Educated to degree level or equivalent experience in relevant subject. |  | P |
| Extensive knowledge and awareness of rape, sexual abuse, trauma and their effects within the therapeutic setting. |  | P |
| Knowledge of equalities legislation, policy and practice and how it impacts an organisational setting. | P |  |
| Able to maintain professional, well written and comprehensive notes, write reports and evaluate outcomes. | P |  |
| Experience holding a project budget, recording, and spending effectively |  | P |
| Ability to demonstrate a high degree of professionalism. | P |  |
| High emotional and cultural intelligence, as well as experiences of anti-discriminatory working principles and practices and of the importance of an ethos of diversity. | P |  |
| Willingness to undertake SARAC training both initially and ongoing. | P |  |
| Experience in using the Microsoft package, writing reports and producing statistical data and be competent in the use of other IT to support the delivery of presentations. | P |  |
| Ability to organise and prioritise own work and work to deadlines as well as working as part of a team. | P |  |
| Have a flexible approach to working hours including possible evening and weekend work. | P |  |
| Possess a full driving licence and use of own vehicle, which must be insured for business use. | P |  |

**Please sent completed application forms to** [**recruitment@sarac.org.uk**](mailto:recruitment@sarac.org.uk)