Development and Engagement Officer

(Stockton-on-Tees)

**Responsible to**: Stockton-on-Tees Project Lead/Project Development Manager

**Accountable to**: PCP Board of Trustees

**Located**: Catalyst House and home based with significant outreach work.

**Scale** £21,274 per year, pro rata

**Salary:** Scale Points 7-9, £21,274 - £22,509 per annum pro-rata

**Hours:** 15 hours per week (can be full or part days to suit)

**Term:** Fixed term until 31 March 2023

**Key Role**

To act as an engagement and development officer for the Community Wellbeing Champion, Resilience and Recovery services in the Borough of Stockton by:

Engaging within the local community, collecting information on how people have been impacted by the pandemic and establish any support they may need to improve their wellbeing.

Sourcing and supporting Champions to represent their communities and act as a conduit between the Champions and Public Health to help dispel myths, identify good practice and improve services.

Promoting positive partnerships by working with partners to facilitate effective engagement of relevant organizations, communities, and individuals across the Borough.

Promoting both services, highlighting the benefits they provide.

**Job Description**

1. Proactive in sourcing new collaborations and partnerships with individuals to promote the benefits of becoming a champion via a variety of methods, including face to face, site visits, phone calls, and emails etc.
2. A good knowledge of the Stockton-on-Tees area and services is required.
3. Be a confident communicator who enjoys being around people and attending events/workshops etc.
4. Must be able to identify new opportunities in engagement, by identifying existing gaps and building robust relationships.
5. Understand and develop different ways of communicating effectively with different audiences.
6. Maintain and strengthen existing and new Champion relationships.
7. Promote positive partnership working with partners to facilitate effective engagement of relevant organisations, communities, and individuals across the Stockton-on-Tees area.
8. Promote the three services, using a variety of methods.

**General**

1. To always uphold PCP’s Core Values.
2. To operate within the policies and procedures of PCP, including confidentiality, safeguarding, information governance and data protection.
3. To assist PCP marketing and engagement work and use creative techniques to gather views from the communities we support.
4. To actively take responsibility for your own Health & Safety and ensuring procedures are adhered to.
5. To collate appropriate monitoring and evaluation information to support the achievement of agreed targets and outcomes within the project or service.
6. To carry out all responsibilities in line with the organization’s Equality & Diversity Policy.
7. To recruit, support, train and motivate volunteers as required.
8. To undertake any training and development deemed appropriate.
9. To undertake any such duties required by the relevant Senior Manager or PCP Chief Executive.
10. To adhere to any financial processes and procedures and ensure that all resources purchased are within the allocated cost code budgets(s).
11. To effectively work with partners, freelance workers, consultants, and other external stakeholders as required.
12. To be an ambassador for PCP and represent the organization at different meetings, forums, and events.

**May 2022**