



Job Description

Job Title: Community Engagement Worker

Responsible To: Community Engagement Coordinator

Direct Reports: N/A

Place of Work: Various

Purpose of Job:

- To engage young people through activities in the most in need communities
 - To deliver high quality, inclusive and safe activities that young people can take part in
 - To develop and share learning that informs the Community Team
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Key Responsibilities:

1 Core Values

- To promote the Company's Core Values through personal behaviour and by challenging behaviour in others that is contrary to the Core Values

2 Customer

- To ensure that vibrant and energetic standards are set and that every member of the team is focused on providing the community with a fun and inclusive experience
- Offer an excellent level of internal/external customer service, dealing with all enquiries and comments

3 People

- To work as a member of the Community Team, working proactively with other members of staff
 - To ensure that on a day-to-day basis that you are fully aware of your working obligations and that you are both reliable and punctual for your allocated shifts
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- Attendance at both meetings and training will be mandatory however non-attendance will be at the discretion of your line manager

4 Financial

- Ensure all equipment is present and correct after sessions
- Make sure we track any food or equipment that is donated, discarded, or lost for auditing purposes
- Ensure we monitor and record any spend associated with the programme

5 Business Development

- To ensure the smooth running of the day-to-day operation, within the confirmed budget
- To plan and prepare programmes for each activity, with the opportunity to be flexible in approach to meet needs

6 Operations

- Ensure all procedures are adhered to including rules that ensure safety, behaviour charter, induction procedure, safe collection of children and managing children with difficulties

7 Key Performance Indicators

- To assist in the delivery of all key performance indicators

8 Health and Safety

- To ensure that the activities comply with all current Health & Safety legislations
- To report immediately any areas of concerns to line manager
- Always adhere to the company's health and safety policy and procedures
- Ensure safety checks on vehicles and equipment are complete