

Abbey People CIO

Job Description – Community Engagement Coordinator (Employment & Health)

The ideal person for the job will be a problem solver with good communication skills and strong attention to detail. The role will be working across our organisation with a focus on supporting local people and target groups to re-engage with work and work placements. The ability to multitask and meet needs of the public is essential to the position.

This is a fixed term role which can be either employed or freelance. The role is full time but we would consider either job share or part time of approximately 30 hours. We are also happy to consider a secondment from a substantive role (with the support of your current employer).

Salary range £26,000 - £29,000 depending on experience.

Fixed Term until 28th February 2025 – potential for extension beyond that date.

Objectives of this Role

To develop, together with partners, a pilot Health Hub based in Abbey Ward, focusing on helping people with 'Fit notes' to return to work, encouraging those on long-term benefits to move into employment and volunteering activities, training and retraining. This work will be delivered in partnership with Cambridge City Council, South Cambs District Council, ICS Neighbourhood groups and other key partners.

Responsibilities

- Develop a Health Hub offer in partnership with local authorities, NHS and DWP partners.
- Carry out interviews with local people to gain input from those with lived experience and incorporate this into the model.
- Work with partners to develop a delivery model and agreed outcomes.
- Engage a group of stakeholder organisations and keep them engaged throughout the project.
- Develop referral routes with partners.
- Together with partners, identify and contact individuals within the chosen cohorts.
- Develop action plan for each individual, review and follow up with individuals.
- Convene multi-disciplinary Teams as needed around individuals.
- Track individual journey and attainment data and case studies.
- Work with partners to develop network of employer partners to deliver work trials and disability confident employers.
- Monitoring and data management for grant funding related to the project.

Skills and Qualifications

- Excellent written and verbal communication skills (Essential)
- Excellent time-management skills and multitasking ability (Essential)
- Understanding of GDPR, Data Sharing, Safeguarding (Essential)

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- Social work or Individual Support / Casework experience (Desirable)
- Employability or recruitment experience (Desirable)
- Research or community research experience (Desirable)
- Training or Skills industry experience (Desirable)
- Experience of volunteer engagement, event management, risk assessments (Desirable)
- Grant writing (Desirable)
- Delivery to grant outcomes (Essential)
- An understanding of Microsoft Office, with aptitude to learn new software and systems (Essential)
- A connection to the Abbey Ward in Cambridge is desired.

Equality and Diversity is very important to us, and we welcome applications from people with protected characteristics, please contact us with any queries or to discuss reasonable adjustments.

Please apply with an introduction letter and CV before 5pm 12th February 2024 to admin@abbeypeople.org.uk. Interviews will be undertaken between 14th – 16th February.