

COMPASSION ACTS

Victoria Centre, 197a Sussex Road, Southport, PR8 6DG
Tel: 01704 264505

Thank you for your interest in our new Community Organising Officer post. Please find enclosed a Job Description, Person Specification and Application Form. **The closing date for applications to be received is 26th November 2021 at 12noon**

You must demonstrate how you meet each of the requirements as outlined on the Person Specification; you may use additional sheets of paper if required. Please note that CVs or other forms of submission for the role will not be accepted.

We wish you good luck with your application and if you would like an informal chat about the role before applying, please contact Arianne Clarke on 01704 264505.

About Compassion Acts

Launched in the summer of 2019 and emerging out of a previous Organisation (Southport & Formby Churches Debt Centre Ltd) the charity has a good reputation in the local area for the provision of the Trussell Trust Foodbank and other wrap around services including Welfare Benefits & Debt Advice, Food Pantries and a Next Steps mentoring programme. Our overall aim is to reduce poverty and increase social wellbeing in Southport and the surrounding areas.

We are looking for an applicant who will not only fit into our existing team but will support the Charity in the wider concept and supporting our vision and 5 year Strategic Plan 'Going Upstream', which focuses on addressing the root causes of poverty as opposed to purely treating the symptoms.

Job Description

Job Title:	Community Organising Officer
Responsible to:	CEO
Rate of Pay:	£10.50 per hour plus 6% pension contribution
Hours:	16 hours per week (working pattern to be agreed)
Term:	Fixed Term Contract until 31/12/2023

Job Purpose:

To support the Influencing & Partnerships Manager and wider Compassion Acts team with their participation in Trussell Trust's Organising & Local Mobilisation (OLM) Influencing Pilot. The pilot will involve building and leading a volunteer team to develop and deliver local influencing strategies; organising in the community to campaign for change and ultimately working to build a movement to end the need for foodbanks.

Main duties:

- **To assist in developing and managing a team of volunteers** to work on local influencing to reduce poverty and the need for food banks.
- **To explore and understand the experiences that are bringing people to need the food bank's support**, working with food bank staff and volunteers, through listening activities and/or research.
- **To contribute to building and maintaining relationships with partners**, referral agencies and other stakeholders and to support in engaging them in identifying the local drivers of poverty.
- **To work to identify a local issue driving poverty, and developing a strategy to build power and win change.**
- **To assist in the delivery of the local influencing campaign.**
- **To engage with the training and support on offer from Trussell Trust's Organising & Local Mobilisation team**, including work with other local organisers in the Trussell Trust network.
- To support with fundraising and donor management when required.
- To support with the production of external communications materials.

- Undertake any other reasonable duty consistent with the operation of the service required by the Charity.

Health and Safety

It is the general duty of every employee to take reasonable care of their own health and safety and that of others and to co-operate with management in meeting its responsibilities under the Health and Safety at Work Act. Any failure to take such care, or the contravention of safety policy or managerial instructions may result in disciplinary action being taken.

Data Protection and Client Confidentiality

All staff are required to adhere to the regulations of Compassion Acts Confidentiality and Data Protection policies and procedures in support of the Data Protection Act (2018), ensuring they respect the confidentiality of all matters they may learn relating to their employment, other members of staff and the general public.

Variation

The postholder may be required to undertake other duties commensurate with the role. Some duties may be subject to variation changes and will only be made after consultation with the postholder.

Policy and Procedure Expectations

Employees are required to comply with all policies and procedures of Compassion Acts including equality and diversity, data protection, health and safety and safeguarding.

Supervision, Training and Development

Employees are required to participate in regular supervision and personal and staff development planning sessions, as required.

Other Terms of Employment

- A group pension scheme with 6% employer contribution of gross salary.
- 25 days Annual Leave entitlement per year, plus Statutory Holidays (pro-rated for part-time employees).
- Access to counselling and other personal development opportunities.
- An unconditional offer of employment will be made to the successful candidate, subject to successful completion of the following pre-employment screening checks:
 - Evidence of a satisfactory Enhanced Certificate of Disclosure certificate from the Disclosure Barring Service
 - Evidence to confirm the candidate's Right to Work in the UK
 - Receipt of two references, satisfactory to Compassion Acts

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Person Specification Community Organising Officer Role

	Experience, knowledge and skills	Essential	Desirable
1.	Experience of influencing people to achieve an action or change.	X	
2.	Experiencing of campaigning.		X
3.	Experience working with volunteers.		X
4.	Experience of community outreach in the local area.		X
5.	Good organisational skills, able to balance a range of priorities.	X	
6.	Proficient in the use of Information Technology, particularly Microsoft Word, Excel and Outlook.	X	
7.	Excellent assessment and communication skills, both written and verbal.	X	
8.	Ability to utilise various media tools to produce promotional and campaign materials.	X	
	Personal Attributes	Essential	Desirable
9.	Confident in communicating with a range of people and able to seek and balance a range of views.	X	
10.	Empathetic and dynamic, with a 'can do' attitude.	X	

11.	Able to work as part of a team, as well as independently.	X	
12.	Able to demonstrate an appreciation of the values of the Charity.	X	