



COMMUNITY ENGAGEMENT FACILITATOR (maternity cover)

Job Description & Person Specification

Salary:	£25,231 (pro-rated)
Department:	Community Engagement & Inclusion
Line Managed by:	Engagement & Co-Production Lead
Working Hours:	21 hours per week, part-time (0.6 FTE)
Holidays:	28 days plus Bank Holidays (pro rata for part time staff)

This is a fixed term post ending on 31 March 2025, with likely extension to September 2025, subject to funding

Role's purpose

Possability People is a pan-impairment disability charity based in Brighton. We work with people with a number of health conditions, including mental health, as well as older people.

This is an exciting opportunity to work on innovative and vibrant projects within our Community Engagement and Inclusion services. Working closely with the Engagement and Co-production Lead you will support the delivery, ongoing development, and overall effectiveness of these projects.

The Get Involved Group (GIG) provides a platform for disabled people and carers to share their lived experience to help improve access to services and getting out and about in Brighton & Hove and across Sussex. You will support the development of the Get Involved Group and undertake regular meet-ups.

Additionally, you will be working with the team from the mental health lived experience project, championing the lived experience of people who have used mental health services across Sussex. We have the opportunity to profile the feedback about the services people have received, advocate for what works well, and make suggestions for improvements.

You will be key in supporting the projects by engaging with disabled people (pan-impairment) and those with lived experience to identify issues and help plan the solutions to improving service provision and accessibility for all. You will help connect people to their community and empower people to work together and implement positive change.

A passion for service user involvement and co-production values will be the driving force behind all this work, this will include networking and forming positive relationships with relevant stakeholders. Working with people and groups across Sussex there will be some travel involved in this role.

Context

Unsociable hours may be required, e.g. attending events and benefits.

To demonstrate an empathetic, confidential and understanding approach to the needs of the users at all times.

Required to be enthusiastic, highly motivated and to work flexibly across the team's project development work areas as required.

This role is based at our head office in Kemp Town, Brighton, with some travel across Brighton and Hove to attend meetings, etc. There are some opportunities for home working.

Responsibilities

- a) The post-holder has a responsibility to safeguard and promote the welfare and protection of children and adults with whom they have contact or for whom they are responsible.
- b) To co-ordinate and facilitate regular engagement activities.
- c) Conducting outreach to groups and individuals, to support their involvement in the Get Involved Group and Mental Health Lived Experience project. This may also involve undertaking interviews and focus groups as needed.
- d) To understand and use a range of engagement methods, including virtual meetings, conference calls, face-to-face meetings, surveys, interviews, and social media to ensure everyone has a chance to be involved.
- e) Knowledge of, or willingness to learn, and adhere to the social Model of Disability and the Personal Recovery Model of Mental Health.
- f) To champion co-production and the value of service user involvement across all activities and interactions.
- g) To provide the supporting administration for all engagement activities; to ensure all necessary record keeping, partner/funder updates, participant activity, and outcomes are accurately recorded on our monitoring and reporting databases to schedule, with support from volunteers.
- h) To support the Engagement & Co-production Lead in overseeing the project monitoring and evaluation and reporting databases, ensuring these are accurate and up to date, highlighting any issues that may arise.
- i) To attend, report, and contribute to meetings, events, and workshops as appropriate to the project's work.
- j) To be responsible for carrying out research-based activity as identified by the Project Team.
- k) To identify new audiences and the most effective channels to reach disabled people and carers, disability groups and organisations, and professionals, securing support and involvement in the project and services as required.
- l) To attend, report to and contribute to staff and team meetings, and other internal meetings and training events as necessary.
- m) Any other reasonable duties requested by your line manager.

Job Review

This is a summary description of the role, as it is constituted at present. The above does not represent an exhaustive list of the duties and responsibilities of the role.

It will be the practice of Possability People to examine periodically employee's job descriptions to ensure that they accurately reflect the job being performed and/ or that proposed developments are incorporated, as part of the process of personal objective setting.

It is the Trustees aim to reach an agreement on reasonable changes but if such agreement is not possible, Possability People reserves the right to insist on changes after appropriate consultation with the post holder.

PERSON SPECIFICATION

Essential Experience & Qualities

1. Lived experience, or an in depth understanding of, the barriers disabled people face and an enabling approach to overcoming them.
2. A commitment and willingness to provide quality services and support for disabled people and a commitment to the social model of disability.
3. Clear understanding of Equal Opportunities policy and practice and a commitment to implementation.
4. Lived/living experience of a mental health condition
5. Hold a positive attitude towards tasks, be solution-focused, self-motivated, and encourage others to achieve their goals.
6. High competency in administrative ability, IT skills, and use. In particular Microsoft Office applications such as Word, Excel, and Outlook. Competency/confidence in using video conferencing applications such as Zoom and Microsoft Teams is also essential.
7. A degree of flexibility is beneficial, i.e. attending occasional events and meetings outside of normal working hours. This could be face-to-face or online using video conferencing applications.
8. Proactive, can take initiative whilst working within a team as well as independently.
9. Good teamwork skills and the ability to engage effectively with staff, volunteers and service users.

10. Excellent communication skills, able to articulate the aims and purpose of meetings and ensure conversations are kept on track and that everybody has a chance to be heard and nobody feels excluded. Being able to communicate well with individuals, teams and wider audiences is crucial.
11. Personable and approachable, able to quickly gain the trust of sometimes vulnerable beneficiaries.
12. Highly organised and proven ability to prioritise workload in a dynamic environment.
13. Creative and innovative thinking when problem-solving with an ability to see the 'bigger picture'
14. Experience in delivering, monitoring, and evaluating an outcome-driven project.
15. Highly developed interpersonal skills and ability to work with a range of stakeholders at all levels.

Desirable Experience & Qualities

16. An understanding of co-production and/or being involved in a co-produced project.
17. Experience in reporting and monitoring a funded project.
18. Experience of community-based work in various settings/locations and sectors.
19. Experience and knowledge of relevant statutory authorities, including mental health and disability services in Sussex.
20. Experience of volunteering.

Notes

All appointments are subject to a six month probationary period.

All appointments are subject to satisfactory references being received and verified.

All appointments are subject to confirmation of identity.

All other terms and conditions are fully described in the contract of employment.

All posts within Possability People have the opportunity of an annual review/evaluation.

Signature of post holder:

...../...../.....Date