



COMMUNITY ENGAGEMENT FACILITATOR

Job Description

Salary:	£25,231 (pro-rata, actual £20,185)
Department:	Community Engagement
Line Managed by:	Community Engagement Lead
Working Hours:	28 hours per week (0.8 FTE)
Holidays:	28 days plus Bank Holidays (pro rata for part time staff)

About Possability People

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

About the Step By Step project

The Step By Step project is designed to support individuals who are currently the furthest from being able to access the services they need. This includes people who are neurodivergent or living with severe mental health challenges. The project provides long-term, personalised support that builds trust and creates space for participants to engage at their own pace. Through one-to-one support and group-based workshops, Step By Step equips people with the tools and resources to manage their health, connect with services that are right for them, and take part in community life in ways that are meaningful to them.

About the role

This is an exciting opportunity to lead the launch of a new and innovative project within our community engagement and inclusion services. Working closely with the Engagement and Co-production Lead, you will have overall responsibility for the operational delivery of our Step By Step project, ensuring it achieves its intended outcomes.

You will be involved in the planning, set-up and delivery of a range of drop-in workshop sessions, and one to one support as well as associated monitoring activity to keep the project running effectively and efficiently.

The support you provide our participants will be long-term, personalised and centred on their individual goals and aspirations. Working holistically, you will ensure that participants have wider support mechanisms in place, building a stable foundation from which to move forward. They will have an action plan with goals and aspirations as well as feeling engaged in their community and social activities including our GIG Community Group.

A key part of the role involves developing and maintaining strong referral pathways by building positive relationships with a range of partners, including voluntary sector organisations and statutory services.

About you

You'll bring a genuine passion for co-production and the meaningful involvement of disabled people and people with long-term health conditions.

Confident in building relationships, you'll be skilled at working collaboratively with a range of stakeholders to ensure that the project is shaped by the voices and experiences of those it supports.

You'll be organised, proactive, and adaptable — able to manage a varied workload and respond flexibly to challenges. Above all, you'll be committed to working in a way that empowers individuals, champions inclusion, and makes a tangible difference to people's lives.

Context

This role is located at our head office in Kemp Town, Brighton. You will also be organising and hosting regular events across Brighton and Hove, as well as visiting people and groups, and you must be able to travel independently. There are opportunities for flexible and home working.

Unsociable hours may be required, e.g. attending events and out of hours meetings.

This role has no direct report and no indirect reports. However, there will be some supervision of volunteers.

As a user led organisation, any applicant of Possability People must be able to demonstrate that they prioritise the needs of service users and demonstrate an empathetic, confidential and understanding approach at all times.

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.

Relationships / comms

b) Build networks and referral pathways with local charities, organisations and groups, including social prescribers.

c) Make initial contact with individuals via an initial assessment call. Followed up by face-to-face meeting (no home visits) or video calls.

d) Build relationships and work with individuals through both one-to-one work and group workshops to building coping strategies, tools and resources to manage their health and build self-esteem for participants.

e) To work in a holistic manner - identifying participants' initial issues and possible crisis points (for example, housing, health, financial/debt, abuse/trauma) and engaging them with the relevant specialist support organisations so they have a solid foundation to move forward.

Admin

- f) Process incoming referrals.
- g) Ensure that all participant and monitoring data is collected, accurately recorded and monitored in line with the timeframes required.
- h) Process data using the monitoring and evaluation framework. Evaluate data and provide reports and information.

Workshop facilitation

- i) Organise regular weekly workshops across the city, arranging a full calendar of events.
- j) Organise, plan and prepare all resources for courses and workshops in advance to ensure they run effectively.
- k) Set up a trauma-informed space, being aware of participant accessibility needs. Including seating arrangement, refreshments, and clear down afterwards.
- l) Facilitate the weekly workshops, hosting participants.

Other

- m) Signpost and ensure relevant materials available. Support clients to engage with the relevant organisations or medical teams.
- n) Supervise and mentor volunteers on the project.
- o) Work as part of the wider Community Engagement Team to ensure alignment with organisational goals and values.

Respecting diversity

- p) Treat everyone – colleagues, clients, and visitors – with respect and dignity.
- q) Respect others' differences and being sensitive to everyone's needs.
- r) Develop and appropriately maintain professional boundaries with clients and colleagues.

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. Able to travel independently around Brighton and Hove.

Communication skills

5. Experience of hosting and facilitating meetings or workshops.
6. Excellent verbal communication skills with the ability to adapt your communication style to the individual and the situation.
7. Strong active listening skills.
8. Strong and confident telephone manner.
9. Excellent interpersonal skills, being non-judgemental and empathetic with the ability to gain trust
10. Comfortable with using video calling platforms such as Teams/Zoom.

Administration

11. Good general admin skills, able to work on own initiative and prioritise tasks appropriately.
12. Strong skills in Microsoft Word and Excel.
13. Able to process data effectively, producing monitoring and evaluation reports.

General

14. Proactive, self-motivated, resourceful and driven.
15. Demonstrable ability to take responsibility for project delivery.
16. Excellent problem solving skills, being solution focussed.
17. Strong team working skills, with the ability to work independently.
18. Excellent organisational skills with the ability to plan and schedule tasks, to meet deadlines and complete all tasks to a high standard
19. Punctual, reliable and with good time management skills
20. Flexible, with the ability to adjust and adapt to changing work needs and situations
21. Patient, with emotional resilience and the ability to maintain professional boundaries

Desirable Experience & Qualities

22. Previous experience of volunteering, or volunteer management.
23. Experience working in the voluntary or community sector.
24. Understanding of safeguarding principles and procedures.

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