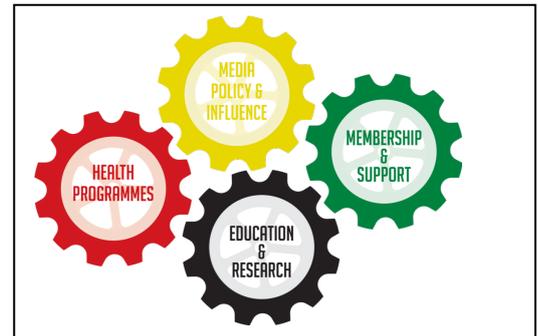


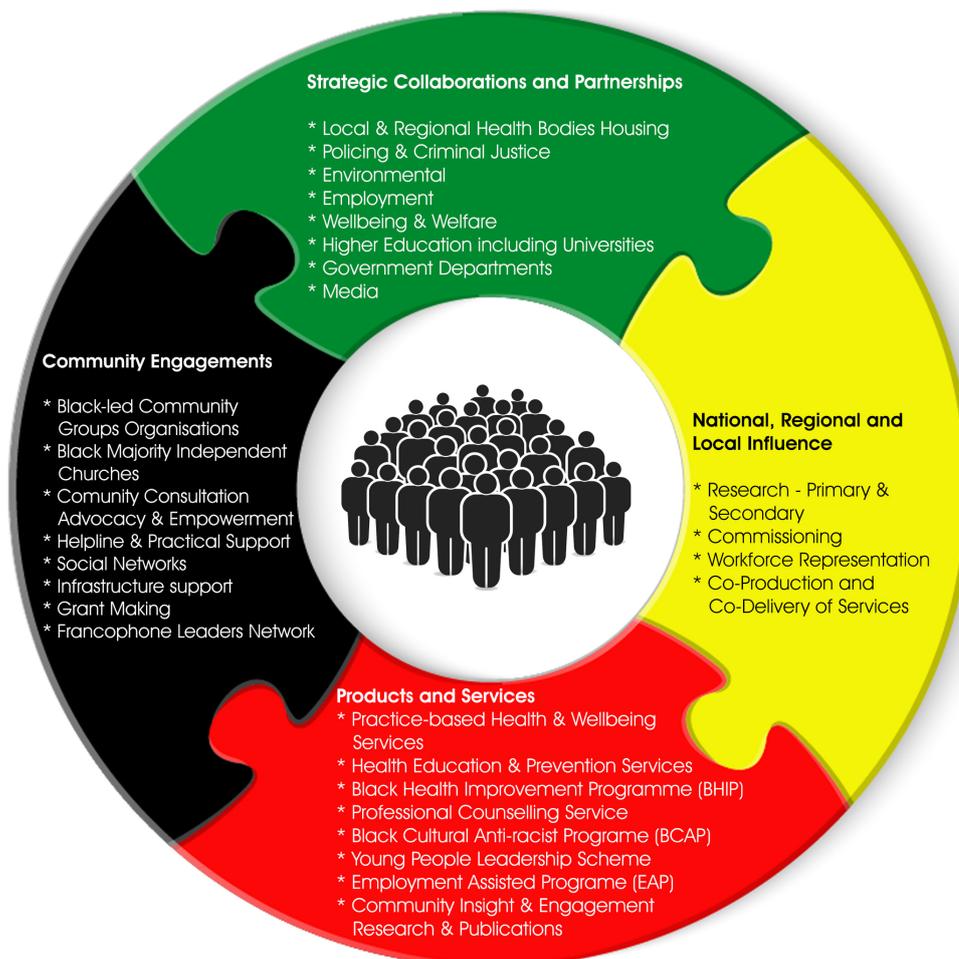
Background

CAHN is a Black-led organisation set up to address the wider social determinants to reduce health inequalities for people of Caribbean & African in Greater Manchester and beyond. We work with the Black community and cross-sector organisations to build community resilience, relationships and a social movement to reduce health inequalities.



CAHN's **vision** is to eradicate health inequalities within a generation for Caribbean & African people.

Our **mission** is to lead strategic engagement to change the unhelpful practices of service providers, commissioners, and member organisations to influence policy and practice to ensure racial and social justice is a focus of health and other sector service reform in our region.



Job Description

Job title: Community Engagement Lead

Accountable to: Community Engagement Manager

Type of Position: 12 Months Fixed Term (extension subject to funding)

Work hours per week: Full Time (35 hours per week)

Employment Start Date: As soon as possible

Location: Ideally Greater Manchester (or ability to occasionally travel)

Salary: £24,313 - £27,041 (dependent on experience)

Deadline: Thursday 13th May 2021

Submit application to hr@cahn.org.uk

Application Contact: To discuss any queries about the application please contact sandy@cahn.org.uk or telephone 07853 984563

Job Purpose

- To support the Community Engagement Manager in engaging the Black community across Greater Manchester as well as raising CAHN's profile.
- Raising awareness about the services CAHN offers and ways in which Commissioners can work with our community in a religiously and culturally appropriate manner.
- You will be expected to promote community engagement, develop and maintain strong, positive and long-lasting relationships with various stakeholders across Greater Manchester, both internally (Directors, Staff, and Volunteers) and externally (e.g. CCGs, Foundation Trusts, GPs, Local Authority, Businesses, VCSE Organisations, Faith Groups, Community Groups).
- You will also be expected to develop user engagement within Health Programmes and in the local Black community.



General and Key Responsibilities

A. Communications and Awareness Raising

- To raise awareness of CAHN's Health Programme (CHP) in the local community, at the same time as educating people (through presentations, desks and information roadshows), on engagement opportunities and services.
- To identify and target community groups who do not currently engage with CHP.
- To engage with local groups to deliver training on preventive measures and lifestyle choices people can make to reduce their risks of cancer, including participating in cancer screening.
- To continue to develop CAHN's programme of Community Engagement Workshops to help people to look in more detail at specific cancers and their signs and symptoms.

B. User Engagement and Participation

- To develop user engagement at the locality level, capturing the user voice to enhance internal service development influence external policy.
- Developing user engagement resources e.g. questionnaires, newsletter and testing the efficacy of different methodologies/approaches.
- Developing community participation in local service consultations and developments.

C. Networking and Relationship building with external stakeholders

- To participate in and support local events to promote health awareness and develop networks.
- To work in partnerships with agencies and other geographically relevant hospitals, hospices, and care homes to ensure that people affected by cancer have access to up-to-date cancer information and a good experience of care and support.
- To maintain and develop links with other information and support centres.

D. CAHN's Operational Activities

- To help shape the locality plan for the Community Engagement programme and ensure activities are delivered in order to achieve the identified outcomes.
- To liaise with the Community to maximize opportunities to develop new networks to increase awareness of TMC amongst both potential service users and the wider public and to support fundraising initiatives.
- To provide related feedback and specific reports to inform and support TMC planning.
- To attend seminars/conferences and training/do personal research to be up to date with best practice and evidence-based community research/statistics.
- To work with the Volunteer Coordinator to train and support CAHN's volunteers.

E. Data Capture, Monitoring and Reporting

- To keep accurate written records of locality engagement activity monitoring information (via our database and other mechanisms).

- To monitor and evaluate the success and impact of the community engagement projects, and to develop new community engagement opportunities.
- To ensure the locality engagement section of the website is up to date.
- To maintain databases and undertake any other administrative duties.
- To monitor and evaluate activities and help with writing reports for funders and trustee

F. General Responsibilities

- To adhere to all CAHN services standards, policies, and procedures.
- To comply with the data protection regulations, ensuring that information on members remains confidential.
- To be responsible for personal learning and development, to support the learning and development of others with a volunteering role.
- To work in a manner that facilitates inclusion.
- To work collaboratively with colleagues and key stakeholders (both internal and external) in order to achieve CAHN's organisational objectives.
- To be available as a member of staff for evening and weekend events.
- To organise own work to ensure that it is accurate and of high quality and meets agreed targets.

This job description is not intended as a full and detailed range of duties that may be undertaken by the post holder and will be reviewed and developed to reflect the changing needs of the service. Other duties that are commensurate to the grade of the post may be requested from time to time

Person Specification

This form lists the essential and desirable requirements needed in order to do the job. Applicants will be shortlisted **solely** on the extent to which they meet these requirements.

Experience & Skills	• Educated to Degree-Level (or equivalent)	E
	• At least 1 year's relevant experience of working in a community/ health/care environment.	E
	• Experience of identifying and organising a wide range of community engagement events, being clear about the resources required, delivering to specification, on time and within budget.	E
	• Experience of managing and analysing information and experience of producing clear, concise reports.	E
	• Experience of working with people (potential service users as well as other health professionals), across large, diverse and geographically dispersed areas.	E
	• Experience in presenting to individuals and groups of people.	E
		E

	<ul style="list-style-type: none"> • Experience of using mailing systems and relationship- management systems, or willingness to learn. • Strong IT skills in software packages including Word, Access, Excel (including preparation of charts and tables). • Experience in using Zoom, Microsoft Teams or other virtual meeting platforms. • Interest in empowering minority communities. • Flexibility to represent CAHN for some evening and weekend events/presentations. • Full driving licence and own car will be required for community engagement work. • Strong IT skills in software packages i.e. Word, Access, Excel (including preparation of charts and tables). • Strong interpersonal skills, with the ability to communicate effectively at varying levels within the organisation, as well as with external suppliers and stakeholders. • Strong project management skills with an ability to prioritise, manage a varied workload and work to deadlines. • Able to sensitively manage the complex topic of health inequalities and its causes. 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p>
<p>Communications, behaviours and transferable skills</p>	<ul style="list-style-type: none"> • A strong demonstrable command of written and spoken English. • Excellent communication skills with the ability to proofread, write and copy-edit for a range of purposes, styles and audiences. • Ability to influence others including volunteers and staff to contribute to the success of events and work in general. • Ability to exercise initiative and good judgement in selecting a course of action to solve day to day problems and to know when to refer a problem to others. • Ability to remain calm (including on the day when dealing with logistics of complex events) and helping others to find solutions. • Ability to work with minimal supervision and to make 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>

	<p>autonomous decisions regarding own workload, including effectively dealing with peaks and troughs in the work cycle.</p> <ul style="list-style-type: none"> • Ability to plan and prioritise own workload to meet multiple deadlines. • High level of accuracy and attention to detail in all aspects of work. • Experience of reviewing processes and procedures in order to improve outcomes or improve efficiency. • Ability to build networks with a wide range of colleagues • Proven ability to develop a sense of community through good communications outputs. • Willing and able to work collaboratively as part of a small team, as well as independently. • Willingness to work flexibly, including occasional evenings and weekends to support events. • Passion for preventing health inequalities in the Caribbean and African community and an interest in the cause. 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>
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E – Essential: requirements without which the job could not be done.

D – Desirable: requirements that would enable the candidate to perform the job well.