



Job description: Community Engagement Co-ordinator
Hours: 16 hours per month working remotely in your community
Wage: £12 per hour
Initial 6 Months Contract

About you: Having experienced maternal mental health issues yourself, you are aware of the struggles mums face and are ready to use your experiences to help others. You may be looking to make steps back into the workforce or be looking to develop alternative skills to change careers. You are kind and non-judgemental, embracing differences and supporting change for good.

Main purposes of the job

Be the key point of contact for the organisation within your designated community. Increase awareness of the organisation with mums and mums-to-be, potential volunteers and other local community organisations. Support the recruitment of new volunteers and the smooth running of support groups in the area. Run events in collaboration with local groups within your community designed to increase diversity and inclusion.

Key tasks

Increasing Awareness of Happy Mums support groups and volunteer opportunities

1. Attend community events as a representative of Happy Mums, embodying our values of: Peer-led, Safe, Empowering, Inclusive and Sustainable.
2. Support with the recruitment of volunteers, including reviewing role descriptions, advertising, gathering applications, shortlisting and interviewing;
3. Ensure that volunteers are safe while they fulfil their roles with Happy Mums through good risk management and safeguarding practices;
4. Liaise with colleagues to deploy volunteers in support groups, inclusion or engagement work etc;
5. Maintain good relationships with community volunteers, monitoring their performance, wellbeing and development, through informal support chats;
6. Ensure community support groups are completing data collection requirements
7. Contribute to volunteering information on the Happy Mums website (both internal and external);
8. Contribute to Social Media awareness posts
9. Share appropriate information with volunteers through newsletters and other modes of communication;
10. Prepare reports for the Board of Directors regarding activities in your designated community against key objectives and indicators;

Supporting Mums and Mums-to-be

11. Facilitate support groups (face-to-face and/or online) when needed, as part of a pool of trained facilitators;
12. Be aware of wider groups to signpost individuals to when in need
13. Be a safeguarding champion
14. Be friendly and welcoming to mums and children alike.

Engage with local community Groups

15. Build relationships with local community groups

16. Deliver at least two events per year in partnership with community organisations with the aim of reaching marginalised mums and mums-to-be
17. Be responsible for your community budget
18. Identify possible opportunities for wider partnership working

Other responsibilities:

19. Develop good relationships with key stakeholders, including service users, customers and relevant professionals;
20. Maintain confidentiality of service users and their data in accordance with our policies
21. Be a key point of contact, and a spokesperson for the Foundation;
22. Ensure activities remain aligned to the values and mission of vision of The Happy Mums Foundation;
23. Other tasks deemed appropriate to role by the Board of Directors.

Reporting to Managing Director

Person Specification: Community Engagement Coordinator

(E) = Essential (D) = Desirable

<p>Qualifications</p> <p>Mental Health Peer Support or equivalent experience (D) Safeguarding or equivalent experience (D) Project Management or equivalent experience (D)</p>
<p>Skills/competencies</p> <p>Project coordination (E) Facilitation of groups (D) Organisational, planning and coordination skills (E) Good communication skills (verbal and written) (E) Good standard of English and maths (D) Gathering and presenting data for analysis (D) Preparation of reports (D) Ability to work as part of a team (E) Maintain confidentiality (E) Use of initiative (E) IT skills (MS Office) and digital media (E) Use of administrative systems and processes (E) Marketing/promotion (D)</p>
<p>Knowledge</p> <p>An understanding of Perinatal/ maternal / parent mental health issues (E) An understanding of issues relating to volunteering (E) Policies and procedures for safeguarding children and vulnerable adults (D) Data protection regulations and guidance (D)</p>
<p>Previous experience</p> <p>Coordinating volunteering programme (D) Facilitating support groups or other activities related to mental health and wellbeing (D) Public speaking for a range of audiences (D) Working directly with service users and the public (D) Use of social media for marketing and promotional purposes (D) Adhering to regulations, guidance, policies and procedures (E) Involvement in a grant-funded project (D) Delivery against targets (D)</p>
<p>Special attributes</p> <p>Willing to undertake a DBS check (E) Willing to undertake further training as appropriate (E) Access to transport and willing to travel to locations in and around Cumbria (E)</p>
<p>Personal qualities</p> <p>Be trustworthy and responsible (E) Sensitivity and empathy (E) Support the mission of The Happy Mums Foundation (E) Lived experience of maternal mental health problems (E)</p>