



Job description – Community Engagement Officer (Romanian speaking)

The Edmonton Community Partnership are looking for a Community Engagement Officer to support the local Romanian communities including those from a Roma background. This population are considered a hard-to-reach group and in many cases are not accessing the local services available to them. The candidate would need to seek out and communicate with families, working closely with local schools and identify their needs and support them. The ideal candidate should:

- Work on projects tackling specific issues (e.g., barriers to registering with a GP, access to language courses) with community members and other relevant organisations.
- Seek to actively engage communities, understand their issues and signpost services.
- Identify community skills, assets, issues and needs
- Work closely with schools to ensure their families' needs are met.
- Ensure that local people have their say
- Develop new resources in dialogue with the community and evaluate existing programmes
- Build links with other groups and agencies
- Help to raise public awareness on issues relevant to the community
- Prepare reports, keep records and write evaluations to monitor provision.
- Support the team in developing and implementing strategies
- Liaise with interested groups and individuals to set up new services
- Mediate in matters of conflict
- Support voluntary staff
- Plan, attend and coordinate meetings and events
- Challenge inappropriate behaviour
- Carry out general administrative duties.
- Help develop an online bespoke digital resource of information, advice and guidance for families to access and use.

Hours: 15hrs/week term time only (40 weeks/year)

Rate: £16/hr

Deadline: Friday 12th November

To apply: please send a CV and covering letter to hannah@edmontoncommunitypartnership.org