



# The Trust for Developing Communities

## Senior Engagement Worker

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**The Trust for Developing Communities**  
Registered Address: Community Base, 113 Queens Road, Brighton, BN1 3XG  
Company Limited by Guarantee Registration Number: 3939332 | Registered Charity Number: 1106623  
Tel: 01273 234 769 | Email: [info@trustdevcom.org.uk](mailto:info@trustdevcom.org.uk) | Web: [www.trustdevcom.org.uk](http://www.trustdevcom.org.uk)

# Welcome Letter

Dear Candidate,

Thank you for your interest in the role of Senior Engagement Worker with The Trust for Developing Communities (TDC). We work with over 13,500 people each year in Brighton and Hove to tackle inequality through community-led solutions. Covid-19 and the cost-of-living crisis have had unparalleled impact on the communities we work with, worsening the unacceptable inequalities that already existed within our city.

The role of Senior Engagement Worker is designed to support people in Brighton and Hove to engage in services, activities and community groups to improve health and well-being, develop new skills, improve confidence, build self-esteem and make connections across their communities.

We are specifically looking for candidates who have experience of working with people from ethnically diverse communities, including migrants, refugees, and speakers of other languages.

The right candidate will have knowledge and experience of the support needs of these groups, including adult literacy and language needs.

I am sure that this role will offer a fulfilling working opportunity and the chance to make a significant difference to the people of Brighton and Hove, and beyond.

TDC is committed to achieving greater diversity in its Staff Team and welcomes applications from people any sex, gender, race, age, sexuality, belief or disability.

If you feel inspired by this opportunity, then we very much look forward to hearing from you.

Good luck!

Athol Hallé,  
Chief Executive, TDC



# About TDC

Since TDC's inception in the year 2000, our primary focus has been community development work directly within neighbourhoods experiencing deprivation in Brighton and Hove. We have gone on to develop a broad range of grassroots services supporting young people, excluded communities and older people.

The strong trusting relationships we have built up with communities and partners has enabled us to grow considerably in size and impact over recent years. We now employ 60 staff with a turnover of over £1.7 million. Despite our positive impact with excluded communities, there is much more work to be done to reduce the unacceptable health, social and economic inequalities that cast a shadow across our city.

**Our Context** Brighton and Hove is a uniquely creative and progressive City, which faces many challenges – there are areas where 52% of our children live in poverty and life expectancy is ten years shorter; we have 4,000 people living in emergency or temporary housing making us the third highest city for homelessness in England, and we have higher than average levels of mental health issues and suicides. This is not ok.

**Our Vision** is for Brighton and Hove to be a healthy, inclusive and thriving city - free from inequality.

**Our Mission** is to deliver community-led solutions that tackle inequality.

## Our Work

**Equalities.** We support excluded communities through a broad range of health & well-being and employability & learning projects. These include: cancer screening access, employability support, social prescribing; mental health support; training; community learning; community research.

**Neighbourhood.** We deliver community development work in areas of within the city focused on developing community-led groups. This includes specialist work to support older people.

**Youth Work.** We deliver two significant youth work contracts for Brighton and Hove City Council in the North and East of the city. Additionally, we deliver individual support to young people around health and well-being and coaching. We also lead the citywide detached youth work programme *Brighton Streets*.

## Our Values

**Community** *“Strong communities are the key to health and happiness!”*

Community-led solutions produce longer lasting and more meaningful change. When we connect people, organisations and communities this maximises our resources and improves our well-being. Together we are greater than the sum of our parts.

**Equality** *“None of us can truly thrive whilst some of us are in poverty!”*

To address economic, social and health inequalities, we recognise that everyone has different needs and opportunities. It is essential that resources are focused where they are most needed to enable everyone to play their full part – which benefits us all.

**Diversity** *“Our diversity is our strength!”*

We are enriched by our range of cultures, situations, sexualities, genders, faiths, ages and abilities. This unique blend gives us the experience and perspectives we need to address our city's problems.

**Inclusion** *“There is no ‘them and us’ only us!”*

We all have something valuable to offer, so when we support people to participate, including our most excluded and vulnerable citizens – everyone gains from this.

# Senior Engagement Worker

## Overview

**Job Title:** Senior Engagement Worker

**Hours:** 15 Hours per week to be agreed

**Salary Scale:** £25,682 - £28,356 per annum pro-rata + 6% pension.

**Contract:** Fixed Term Contract until 31<sup>st</sup> March 2024 with a possible extension depending on funding

**Holiday:** 25 days a year, plus an extra 3 days at Christmas, and all Bank Holidays. Pro-rata.

**Location:** TDC's head office is at Community Base, 113 Queen's Road, Brighton.

**Reporting to:** Equalities Manager

## Objective

*To support people in Brighton and Hove to engage in services, activities and community groups to improve health and well-being, develop new skills, improve confidence, build self-esteem and make connections across their communities.*

*To build connections between services and communities so that the voice of community members is heard and can influence the services they receive.*

## Role Focus

*The primary focus of this role is supporting people from ethnically and culturally diverse backgrounds in Brighton and Hove.*

*Our support includes working with people to access services and activities that support their health and well-being.*

## Main Responsibilities

1. **Work with individuals.** Generate and manage a caseload including appropriate planning for progression with bespoke packages of support.
2. **Work with groups.** Generate and manage a range of group learning activities to support people to engage, identify and access local services and to find information and services relevant to them.
3. **Engagement Interventions.** Support people to engage in services, training, volunteer, gain work experience, and to use their existing skills and qualifications.
4. **Skills development.** Support people to improve their language, financial, digital and other skills.

5. **Promotion.** Actively promote engagement through individual and group support, as well as liaison with service providers such as the NHS, the voluntary sector and the City Council.
6. **Community Outreach.** To link with children's centres, food banks, schools, colleges and other settings to access potential beneficiaries in some of the most excluded communities
7. **Record Keeping.** Keep accurate and up-to-date records of all project participants to measure outcomes and progress.
8. **Monitoring and Performance.** Provide monitoring and evaluation information as requested. Achieve project targets in a timely manner.

## General

1. **Knowledge Sharing.** Stay up to date on developments in the areas relevant to your work – such as developments in practice, sector news, funding opportunities etc. Sharing this knowledge, along with updates on the successes and challenges of your work with the wider organisation.
2. **Coordination.** Work closely with colleagues to ensure your work combines effectively with TDC's delivery across each department.
3. **Ambassador.** Promote TDC's work appropriately. Ensure that team members understand the organisation's goals and how they are contributing to them.
4. **Equal Opportunities.** To implement and promote TDC's Equality and Diversity Policy, ensuring TDC's commitment to equal opportunities and anti-discrimination practice permeates all aspects of our work.
5. **Safeguarding.** To implement and promote TDC's Safeguarding policy and Procedures, ensuring a commitment to the protection of children and vulnerable adults throughout all aspects of our work.
6. **General.** To undertake all other reasonable tasks and responsibilities as requested by your Line Manager.

# Person Specification

## Experience, Knowledge & Skills:

1. **Individual support and groupwork.** Demonstrable experience of managing a caseload as well as working with groups to foster learning, peer-support and progression onto further support or activities.
2. **Person-centred planning.** Experience of person-centred planning for people with complex barriers to education and employment.
3. **Targets and record keeping.** Experience of working to, and reporting on, set targets along with excellent record keeping practices.
4. **Independence.** Ability to work independently, organising, planning, and delivering against own work plan.
5. **Collaborative Working.** Experience of involving beneficiaries in service planning and decision-making processes. Experience of working in partnership with a range of agencies and professionals.
6. **Community Engagement.** Demonstrable commitment to community engagement principles and practice.
7. **Communications.** Ability to present information clearly, both written and spoken, including meeting funders and partners, utilizing social media interfaces, and using appropriate IT communication tools and media.
8. **Confidentiality.** Ability to maintain confidentiality appropriately when working with vulnerable people
9. **Equal Opportunities.** Good understanding and commitment to equal opportunities and experience of working with diverse communities, cultures, and faiths.
10. **Ethnically and culturally diverse communities.** Experience of working with people from these communities including migrants, refugees, and speakers of other languages. Knowledge of support needs including adult literacy and language.



# Application Process

## To Apply:

Please email a completed application form and equal opportunities form to TDC on [info@trustdevcom.org.uk](mailto:info@trustdevcom.org.uk), stating the role you are applying for. The application form includes:

**Supporting Statement.** This should explain why you are interested in this role with TDC and detail the skills and experience you feel you would bring. The statement should relate directly to the Job Description and Person Specification.

**References.** Please provide details of two referees. References will only be taken up if a job offer is made and only with prior permission.

## Closing Date:

The closing date for applications is **Monday 7<sup>th</sup> August** at 10.00am

We will aim to notify candidates if you have been shortlisted for interview by **5.00pm on Tuesday 8<sup>th</sup> August 2023**.

## Interviews:

The provisional date for interviews is **Friday 11<sup>th</sup> August 2023** at the TDC Office - Community Base, 113 Queens Road, Brighton, BN1 3XG

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If you would like to discuss this role, please contact:

Kaye Duerdoth, TDC's Deputy Chief Executive on [kayeduerdoth@trustdevcom.org.uk](mailto:kayeduerdoth@trustdevcom.org.uk) or 01273 234 769.

TDC is committed to achieving greater diversity in its Staff Team and welcomes applications from people any sex, gender, race, age, sexuality, belief or disability.

Thank you for considering applying.  
Good luck!

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