



## JOB SPECIFICATION ARCHES LOCAL ENGAGEMENT WORKER

This job description is provided to explain what the main duties are.

<b>Responsible to:</b>	Arches Local Coordinator
<b>Hours:</b>	16 – 20 hours per week, flexibility offered, time off in Lieu is given for any work over contracted hours
<b>Salary:</b>	£8.45 per hour
<b>Annual leave:</b>	25 days per annum, plus Bank Holidays pro rata

This is an exciting new, community based role offering an opportunity for the right person to support local people to make a real difference and create positive change in our local neighbourhood. You will work with people of all ages and walks of life, finding out what would make a difference to them on an individual, family and community basis and help them act in response.

This post holder will.

### Main Duties and Responsibilities

- Work with and support the Arches Local Coordinator to continue to deliver the Arches Local plan, improving the local area and ensuring that there are opportunities for local people;
- Raise awareness of the Arches Local vision and activities, supporting publicity and marketing activities;
- Encourage local residents to use the 'new' Hub;
- Finding out what really matters to local people and working together to address local needs and wants;
- Support the general day-to-day running of the Arches Hub; involving local businesses and others as appropriate;
- Work with local people to support the delivery of community-led activities and events, involving residents to be involved in Arches Local activities in ways that best suit them;
- Any other reasonable tasks as requested by your line manager.

### **Person Specification**

We are not requesting any particular qualifications and are looking for someone who:

- Is enthusiastic
- Has an outgoing personality
- Has good communication skills
- Is a local resident or has excellent local knowledge
- Has a passion for the community and is keen to make a difference
- Is reliable
- A people person
- Happy to take a flexible approach to work
- Interested in developing new ideas
- Is willing to learn new skills and to undertake appropriate training and development