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**Communication & Engagement Worker,**

**North Camden Zone**

**Role Description**

**Job Title:** Communication & Engagement Worker- North Camden Zone

**Location:** The Winch, NW3 3NR

**Employing Body:** The Winchester Project

**Responsible to:** NCZ Programme Director

**Salary:** £23,000 pro rata

**Hours of work:**  24 hours per week

**Probation period:** 3 months

**Length of contract:** 36 months

**Job Purpose:**  To deliver the communication and marketing functions of the North Camden Zone

**Working Relationships:** Part of the wider staff team, working with community members and other organisations. Responsible to the Programme Director, who is responsible to the CEO, who is responsible to the Board of Trustees.

**Summary**

The North Camden Zone is a partnership of local organisations and community members committed to working together to make our neighbourhood a great place for everyone to live and to grow up in.

The North Camden Community Action Initiative project aims to back community-led change on three local estates.

The Communication and Engagement Worker will maintain and develop the NCZ communication channels both online and in print; promote opportunities for people to get more involved in their community and share our learning on a local, regional and national basis. You will manage the contacts and the content databases for the North Camden Zone. You will support the measurement of the impact of project and help with the organisation of meeting and events.

**Principal tasks & responsibilities**

1. **Communication and Design**

* Oversee and regularly communicate via NCZ social media accounts (Twitter, Instagram)
* Regularly maintain and update the NCZ website
* Contribute content to the Winch’s communication
* Design, write the content and disseminate estate based newsletters
* Design engaging promotional materials and reports
* Design the presentation of information and data in an accessible way
* Identify and create opportunities to share our learning on a local, regional and national level

1. **Organising Meetings & Events**

* Organise NCZ steering group meetings and record minutes of the meetings
* Support in the organisation, delivery and write-up of all events

1. **Managing data**

* Input monitoring data into Lamplight database
* Put together online surveys
* Manage our contact lists
* Manage our photos and data so it is GDPR compliant
* Oversee collection, transcription and storage of interviews

1. Provide administrative support to the Zone and as required across the programme.
2. Build positive professional relationships of support and accountability with your line manager, other members of staff and volunteers within the organisation.
3. To ensure children, young people and vulnerable adults are safeguarded, working within and contributing to the development of Winch policy and practices.
4. Contribute to the dialogue about the identity, ethos and aims of work with children and young people as part of the Zone and at The Winchester Project.

**Person Specification**

The successful candidate will be able to demonstrate the following skills and experience:

**Essential**

* Excellent interpersonal skills
* Excellent written English
* Strong and creative design skills
* Confident social media user
* Able to learn quickly how to use online tools (eg. SurveyGizmo, Eventbrite, MailChimp)
* Confident in the use of Microsoft Office packages
* Able to distil complex information into accessible messages
* An eye for detail, efficient and thorough planner
* Able to work in a fast-paced and changing environment
* Able to use initiative and solve problems
* Able to work both independently and collaboratively as part of a team
* Committed to own learning and development
* Committed to the Winch’s goals

**Desirable**

Experience of:

* Working in an office environment (in a voluntary or paid capacity)
* Monitoring or evaluating a project
* Event management
* Maintaining a website
* Supporting volunteers or staff

**Further Information**

This part-time role involves working 24 hours per week, including some evening work and occasional weekends. We are open to a conversation and can be flexible about the working pattern.

We offer new employees 30 days holiday pro rata per year (including Bank Holidays) and the opportunity to join a contributory pension scheme.

This post is funded for three years by the National Lottery Community Fund and Trust for London, as part of the Cornerstone programme.

This post is subject to the Rehabilitation of Offenders Act (Exceptions Order) 1975 and as such it will be necessary for a submission for Disclosure to be made to the Disclosure & Barring Service to check for any previous criminal convictions.

The Winch is based at 21 Winchester Road, London NW3 3NR, just a minute’s walk from Swiss Cottage underground station and within walking distance of multiple bus routes.

You can read more about The Winch on our website at thewinch.org. You can read more about the North Camden Zone which is a project of the Winch at [www.northcamdenzone.org](http://www.northcamdenzone.org) and on twitter @greatplaceNCZ

**The Winch Values**

We’re committed to the following values:

* Act with integrity because we believe that authenticity must lie at the heart of what we do.
* Be ready for anything because we recognise that others’ lives and situations require us to be flexible and responsive.
* Go the extra mile because we understand that additional commitment is often needed to make a difference, whether to a child or a professional.
* Show compassion because we see each person we work with as a unique individual and part of our family.
* Take the initiative because we feel that too often interventions fail or systems miss the point because nobody is being proactive and seeking out solutions.
* Work collaboratively because we believe that children, parents and everyone committed to supporting them hold part of the solution.

**To apply**

Please send the following jobs@thewinch.org by 6th October 2019 including:-

* A copy of your CV (maximum 3 pages)
* A cover letter explaining why you want the role, and how you meet the personal specification (maximum 600 words)

Shortlisted candidates will be interviewed on Tuesday 15th October 2019.

If you have any questions about this role please speak to Madalina on 020 7586 8731 or email [madalina@northcamdenzone.org](mailto:madalina@northcamdenzone.org)

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