



Community Outreach Worker

Employer:	Reach Beyond
Salary:	£8,840 per annum plus 6% pension
Hours:	20 hours per week / Monday-Friday (flexible)
Location:	The Millside Centre, 131 Grattan Road, Bradford, BD1 2HS
Closing date:	Friday 14th September / Interviews on Thursday 27th September
Start date:	October 2018

ABOUT REACH BEYOND

Reach Beyond is a Christian charity based in the Centre of Bradford working in community development, healthcare and media projects both locally and worldwide. The organisation has been based in Bradford for over 30 years and works to recruit, train and place workers in a variety of roles overseas including water engineers, nurses, doctors and broadcast technicians. In Bradford the charity launched a new community centre in February 2017 with the aim of facilitating and providing helpful services that will improve the lives of vulnerable and disadvantaged people in our community and across the city, enabling them to make positive changes.

MAIN PURPOSE OF JOB

The Community Outreach Worker will engage with and support local residents and community organisations and link them to the Millside Centre in order that they might benefit directly from the various services and activities happening there. The person will also engage local businesses, giving them the opportunity to make a meaningful contribution to the Centre through renting space.

Currently the duration of this post is 12 months, which may be extended dependent on future funding.

KEY RESPONSIBILITIES

Working under the supervision and guidance of the Project Manager and the Centre Manager, you will be involved in the following duties:

- Visiting and befriending local people and families in their homes, making appointments where possible in advance, and working with a volunteer translator where necessary
- Developing a small team of outreach volunteers and guiding them as they work in the community
- Engaging with local people to register their interest in signing-up for services which operate from the Millside Centre
- Identifying needs and referring local residents to the Centre's services and activities
- Promoting the Millside Centre and its aims across the local community, fostering social and community cohesion and integration
- Identifying isolated people groups such as refugees and referring them to services

- Signposting residents to other helpful services
- Offering basic advice and advocacy where possible
- Identifying gaps in services and collecting evidence for future services and funding opportunities
- Keeping appropriate records and helping to develop a client database
- Giving input to email newsletters, website and social media content

This role is 85% based in the community, although there will be some office-based work managing records, making phone calls and sending emails. In the community you will have face-to-face contact with service users, volunteers, community organisational leaders, and some business leaders. At the Millside Centre you will have contact with the Project Manager, the Centre Manager, the Administrative Assistant, and a number of volunteers.

An enhanced DBS check will be required for working with vulnerable adults and children, as you will be meeting service users in their own homes as well as in the Centre. The successful applicant will be in sympathy with the Christian ethos and values of the charity.

ESSENTIAL SKILLS AND PROVEN ABILITIES

On the application form you will need to demonstrate your experience, skills, knowledge and achievements in the following areas. Please address and number each point separately, giving examples and evidence wherever possible. How well you address the points with relevance to the Job Description in your Supporting Statement will improve your chances of being selected for interview.

1. Have experience and an enjoyment of working directly with diverse community groups in a paid or voluntary capacity.
2. Have the experience and/or skills to be responsible for dealing sensitively and appropriately with vulnerable service users. This includes a range of complex and challenging issues which may be presented, including mild to moderate mental health issues.
3. Have excellent 'people skills' and the ability to communicate effectively to others, both in oral and written form. Can engage easily with new people and not be affected by door-step rejections.
4. To have successfully managed volunteers or demonstrated in some way the skills this would require.
5. Have a good level of general education, be literate and numerate and be competent in general office admin and IT, e.g. Word, Excel, databases etc.
6. Have the experience and ability to successfully work independently on your own initiative, as well as part of a team.
7. Have bags of initiative, ideas, drive and enthusiasm!
8. Possess knowledge of current safeguarding requirements and procedures and understand the importance of confidentiality and data protection.

If you would like an informal chat about this role, please contact Furaha on 01274 409661. Download the application form [here](#).

