



JOB PROFILE

POST IDENTIFICATION

Community Engagement Co-ordinator

REPORTS TO

Senior Community Engagement Co-ordinator

JOB PURPOSE

To publicise and promote Sensory Services by Sight for Surrey across the county of Surrey, working with various partner organisations, building relations and seeking opportunities to promote our services within local communities.

PRINCIPAL ACCOUNTABILITIES

1. To visit and work with community centres to promote and highlight the services offered by Sight for Surrey
2. To attend local networking/disability events organised by partner organisations to promote the services of Sight for Surrey
3. To forge relationships with organisations/individuals both within the public and private sector to raise profile of SfS
4. Organise and support annual SfS events for service users to promote social inclusion within local communities
5. To support the work undertaken by other specialisms within the Community Services department – including the fundraising and volunteer teams
6. To ensure records and statistics are compiled quarterly for appropriate reporting mechanisms.

Knowledge/Skills/Qualifications

- Organised and able to manage a number of ongoing tasks
- Flexible approach to support the needs of the department
- Ability to make decisions and use initiative
- Good time management skills to ensure effective use of time and productivity
- Confident in providing information about the organisation
- Ability to follow processes and procedures
- Confident using various IT systems

WORK CONTEXT

Sight for Surrey constantly needs to reassess its priorities in line with a changing funding environment and the needs identified by its members and service users. In order for Sight for Surrey to successfully manage these pressures there is a need for all staff to be flexible and work wherever their core skills are needed most. No one will be asked to carry out work for which they are not properly trained.

COMPETENCIES REQUIRED

Strategic Management/Operational Service Planning/Forward Planning

Understanding the overall aims and objectives of the team and how these contribute to Sight for Surrey's Strategy. Planning their work to meet agreed targets, standards and service user needs. Working within agreed procedures to achieve team and personal objectives.

Inspiration

Valuing and supporting others and motivating them towards the pursuit of a common goal.

Making things happen

Achieving agreed goals and targets. Managing their own time and available resources effectively. Collaborating with others to make things happen. Managing crises effectively.

Communication

Communicating verbal and written information to the right people in a positive, accessible, timely and clear manner. Listening actively, demonstrating their understanding of communications they receive and responding to them appropriately. Listening to the other person's point of view.

Developing Others/Team Development

Sharing their skills and knowledge with others.

Managing Change/Embracing Change

Seeking ways to continuously improve their performance. Suggesting where improvements in service could be made. Is open to new ways of doing things. Adapting positively to changes and feeding back the impact of changes to their manager, where appropriate.

Personal Impact

Presenting themselves effectively. Striving to develop the competencies they require to do their job. Acting with integrity and in line with the principles of equal opportunities. Respecting the opinion and expertise of others.

Customer Focus

Building good professional relationships with service users. Endeavouring to understand what the service user wants and being responsive to their needs. Responds positively to service user feedback.

Use of Technology

Using relevant technology proactively and effectively to do their job and, wherever possible, to deliver services. This includes IT skills (Word, Excel, email)

Physical Requirements

Ability to travel extensively throughout Surrey
Able to use technology provided

Working Environment

Based from home - travelling to different boroughs across Surrey with some meetings in Head Office