

Community Engagement Team Support Officer

Job Summary

The Community Engagement Team Support Officer will act as a support post to work alongside the Community Engagement and Partnerships team within the Office of the Police and Crime Commissioner for Leicestershire.

The Community Engagement and Partnerships team is made up of four roles: Head of Community Engagements and Partnerships, Community Development Officer, Partnerships Officer and Programme Development Manager. The successful candidate will be line managed by the Community Development Officer and support the whole team with ongoing projects, programmes or engagement activities.

The Community Engagement Team Support Officer will support the team and the Police and Crime Commissioner with general administration tasks, community engagement activities (both digitally and face to face), project and programme development, stakeholder relationship management, data and analytical tasks, and social media engagement.

The postholder will be required to attend events and/or meetings alongside the Police and Crime Commissioner and the wider team. The successful candidate will be open to giving feedback and opinions regarding some of the ongoing work within the office, allowing us to shape our work and strategy for the future.

During their placement, the postholder will develop their confidence and communication skills and work as part of a team. They will gain experience in working in partnership and in a multi-agency environment, networking and building valuable relationships with stakeholders across Leicester, Leicestershire and Rutland. The Community Engagement Team Support Officer will adapt their problem-solving skills, organisation and time management whilst working to timescales and supporting the development of projects.

The role will be face to face based where events and engagement is involved, with a blended approach of working from Police Headquarters and from home where appropriate. A driving license and access to a car is not essential but would be desirable, however candidates must be flexible where travel is concerned.

The successful candidate may undertake other duties, in line with the responsibility of this role, that may be required to achieve the aims of the Office of the Police and Crime Commissioner.

Essential Skills, Qualifications and Experience

Successful candidate will be subject to security vetting before their start date.

Essential: Candidates will need to demonstrate strong communication skills and a personable attitude. They will need knowledge of using Microsoft Word, PowerPoint and Excel and other basic IT systems. Candidates will need to demonstrate a willingness to learn, organisation and time management skills and the ability to work well as part of a team.

Desirable: Experience and knowledge of social media platforms. Demonstratable problem solving skills. Previous work experience within a youth-based setting.

Hours per week: 25

Working hours: Monday-Friday 9am until 2pm

Hourly rate of pay: National minimum wage

Employability Support

The Community Engagement Team Support Officer will be line managed by the Community Development Officer who has extensive experience in supporting young people with employability skills such as CV writing, cover letters, job searching and job applications, interview skills and staying in work. The Community Development Officer will support the successful candidate throughout their placement and conduct regular one to one catch up's and monthly employability support. Training will include mandatory online training and shadowing other colleagues' roles.

Role based at: Forces Headquarters, St. Johns, Enderby, Leicestershire, LE19 2BX

How to apply: Speak to work coach to be referred

Closing Date 14th August 2021