

JOB DESCRIPTION

Job title:	Community Champion (Arabic and English speaking) 1x 1 Part-time male community champion 1x1 Part-time female community champion
Salary	Fixed term contract until 3 rd June 2022. 2 x Part-time @17.5 hours per week, monthly salary £1083. The post holder will be required to work evenings and weekends in response to local need.
Location	LAC office and outreach in local communities.
Accountable to:	LAC Coordinator/Senior Manager and Community Champions Network.
Responsible for:	Volunteers.

Purpose of post: Liverpool City Council have been successful in securing funding from the Ministry for Housing, Communities and Local Government to deliver the Community Champions Programme. The funding is to support Black, Asian and Diverse Ethnic Minority communities and people with disabilities who have been disproportionately impacted by Covid 19.

Two parttime Community Champions will be employed by Liverpool Arabic Centre and will work from our office based at Lodge Lane.

The post holders will play a vital part in driving forward and disseminating existing public health communication strategies specifically (but not exclusively) to member of Liverpool Arabic speaking communities. You will work collaboratively with Community Champions based in partner organisations and you will be required to report directly to Liverpool Arabic Centre manager and the Community Champions Coordinator.

MAIN AREAS OF RESPONSIBILITY:

1. Provide confidential (bi-lingual Arabic and English) one to one support and advocacy for people from local communities.
2. Reaching and engaging with local communities through regular street level engagement- at the front door, shops and businesses.
3. Build and maintain local partnership support to develop service reach and to provide drop-in support at local partnership venues.
4. Regular online engagement- on mutual aid and community Facebook groups and relevant social platforms.
5. Identifying, supporting and bolstering the positive work that the community, local leaders and informal champions already do.
6. Support a new cycle of intelligence with LCC and MHCLG through collation and reporting of key data and statistics.

7. Listening to individuals within the target group, and ensuring their voices are heard by LCC and other key networks (e.g. through Community Cohesion Forum)
8. Developing and delivering initiatives that build trust between key organisations and the target group/ community.
9. Checking individual and community understanding of new information and guidance.
10. Organising and delivering health promoting activities events and group sessions.
11. Motivating, empowering and supporting individuals, families and communities to access the services they need.
12. Leading community engagement efforts in the case of local Covid outbreaks and key policy changes (e.g. testing, vaccines, lockdown measures)
13. Working with LCC Communications and Public Health teams to co-produce messages, assets and resources, so that they are useful to the target group.
14. Develop and manage project action plan with agreed targets – manage project outputs and outcomes.
15. Recruit and support volunteers to help deliver the project activities.
16. Develop data recording systems and manage data collection and reporting for the project within agreed timelines.
17. Develop policies relevant to the project work, to be approved by LAC board.
18. Ensure safeguarding policy and measures are applied.
19. Attend LAC and Network meetings.
20. Ensure LAC policies and procedures are applied in practice.

This job description is a guide to the work you will be required to undertake and represents a range of responsibilities commensurate with the purpose of the post. All jobs are subject to change from time to time and this job description will be reviewed regularly.

Skills, Knowledge and Experience

Criteria required by appointee to ensure job effectiveness

**E Essential
D Desirable
A Application
IV interview**

Community Champion	Criteria	Assessed
Excellent conversational Arabic and English	E	A/IV
Good standard of Arabic and English writing skills.	E	A/IV
Excellent communicator, able and willing to work closely with people from local communities, all stakeholders, including funder and project partners.	E	A/IV

2 years experience in a community engagement role or a post with similar responsibilities.	E	A/IV
Experienced in managing and developing community projects.	E	A/IV
Experience in recruitment and supporting volunteers.	D	A/IV
Skilled in planning and delivery of one-to-one support, group work sessions and community events.	E	A/IV
Experience of working and understanding the needs of Arab and migrant communities in Liverpool.	E	A/IV
Ability to plan, organise own workload.	E	A/IV
Ability to critically analyse data and apply appropriate interventions.	E	A/IV
Ability to implement safe practice in accordance with risk assessment processes.	E	A/IV
Ability to work independently and a skilled in managing tight deadline.	E	A/IV
Ability to work flexible hours – sometimes unsociable hours.	E	IV
Demonstrate competence in information & communication technologies (such as word, excel, PowerPoint and social media platforms.	E	A/IV

This post is funded by



Liverpool
 City Council