



**Job Title:** Community Outreach Officer (4in10 London's Child Poverty Network)

**Part time:** 21 hours per week –including some evenings and weekend as required. Happy to discuss flexible working to include compressed hours and/or job share.

**Contract:** To end of April 2023

**Salary:** £33,200 pro-rata (inclusive of London Weighting)

**Located:** Flexible to include a mix of home/office (central London based) working

## 1. Children England

Children England is a charity created, governed and inspired by other charities. Our mission is to change the world for England's children by harnessing the energy, ingenuity and expertise of the voluntary organisations that work on their behalf.

We are proud of our history and the positive role that charities and voluntary groups have played in shaping our society and championing the importance of children within it. We are equally passionate about supporting charities and voluntary groups to survive, to thrive and to continue their vital work in the future.

Our members share our vision and commitment to create a society where all children and young people are valued, protected and listened to, their rights are realised and their families are supported.

We know this vision is shared by many others beyond the voluntary sector and we will collaborate with all those who can support and help us to achieve real change for children.

Our main activities are to:

- promote the role of the children's voluntary sector in providing innovative approaches to meeting the needs children and young people
- campaign for children to remain at the top of the political agenda
- speak with the collective voice of the children's sector
- advocate for full implementation of the UN Convention on the Rights of the Child.

## **2. 4in10 London's Child Poverty Network background**

Within Children England is a London-wide campaigning network of organisations working to improve the lives of the 4in10 children living in poverty across the capital.

We believe child poverty can be tackled. It doesn't have to exist. It doesn't have to be hurting the lives of hundreds of thousands of children.

So, we connect people who care, we highlight best practice that works and keep the spotlight on the damage that poverty is doing to families in London.

We are a tiny team with big hearts. Our network holds over 400 organisations, but there is always room for more. Help us to work with others across the capital to do better for London's children.

## **3. Job Purpose**

This role will engage VCS organisations working with low-income families across London to connect them with the 4in10 network and its services, as well as feeding back their knowledge and expertise to the 4in10 team.

The Community Outreach Officer is the initial point of contact for network members and will work to establish and fulfil 4in10s plan for member recruitment and outreach to strengthening the voice of the sector on poverty.

We expect the post holder will have exceptional people skills, a positive and proactive attitude and the ability to work collaboratively within a small team. The post is designed to be fully flexible according to the needs of our member organisations, so the 21hrs may on occasions include some evening and weekend work.

## **4. Key Responsibilities & Tasks**

- To establish relationships with organisations that work with low-income families across the capital, in particular grassroots services and local activists who work with those most affected by poverty such as families with a disabled member, single parents and many BAME families to raise awareness of the network and our services, connecting people to the training and development opportunities within the network.
- To support capacity building and community empowerment for 4in10 members and the families they work with and to work with members and people with lived experience of poverty to have their voice and expertise heard in both 4in10's projects and wider London decision making.
- To manage the network membership data and regular member communications, sourcing and creating high quality content to share.
- To co-ordinate recruitment, retention and engagement of 4in10 members across the Capital
- To facilitate information and best practice sharing between network members

- To identify practice and policy concerns from 4in10 members and share them with the team
- Work with the team to engage members in campaigning work, including London Challenge Poverty Week.

Additional duties:

- To contribute to the maintenance of the administration and information sharing systems within Children England
- To work within all CE policies including to actively promote equality of opportunity and challenge discrimination.
- Participating in training, supervision and team meetings as requested
- Undertake any other duties commensurate with the level of the post.

### **3. Person Specification**

We would want this post holder to approach their work with a commitment to:

- Meet people where they are
- Be respectful
- Listen to the community
- Build trust and relationships
- Get the word out about the challenges of living on a low income in a non-stigmatizing manner
- Offer network support in a variety of locations and at non-traditional times, especially after work hours and travel across the capital.

We would expect them to have the following skills and experience:

- Clear understanding of the needs and challenges facing London's voluntary sector, and the impacts of poverty on the capital's families.
- Previous experience of networking and/or community capacity building work
- An ability to develop and maintain excellent working relationships with the team, and community partners and to work with enthusiasm to identify and improve ways for the network to support them.
- Knowledge of how best to use digital communication tools to perform this type of role and experience with basic programmes (for example MailChimp, Eventbrite, twitter and website administration).
- Evidence of the ability to be proactive and work on their own initiative to tight deadlines.
- Excellent written and verbal communication skills.
- Child / young person centred approach, upholding children's rights
- Commitment to work in ways which challenge discrimination and disadvantage.

We believe the voluntary sector should be as open and accessible as possible to people with the passion and skill to contribute, so we do not specify a degree, or particular qualification as a requirement for this role.

### **In addition**

All staff must be willing to take advantage of appropriate training and development opportunities.

All staff must be willing to abide by the Health and Safety and other policies of Children England, and be prepared to challenge discrimination in the workplace and the wider world.

### **Further information**

Children England has a small staff team and everyone is expected to work together as a team, contributing to shared tasks as well as taking personal responsibility for their own area of work.

All members of staff and volunteers are expected to work in a manner consistent with the agreed Statement of Values and principles which underpins the work of Children England. This includes a requirement to maintain confidentiality.

All costs, expenses and travel will be reimbursed for duties undertaken – as per expense policy

Annual Leave - 28 days (pro rata). 3 of which must be taken over Christmas/New Year period

Pension - Offered at 9% of salary (not including London Weighting element) into personal pension plan