

Time to Shine Engagement Officer Job Description and Person Specification

The postholder will support a varied programme of community events and awareness-raising activities to ensure that men who are at risk of suicide are able to find and access the help they need.

Job Title: Engagement Officer

Salary: £21,000 per year

Hours: 37.5 hours per week, some evening and weekend work required

Contract: 12 months (fixed term)

Location: Liverpool with occasional travel to London, part time homeworking possible

The Charity

James' Place exists to stop men dying by suicide. Since opening in Liverpool in 2018, we have supported over 450 men and we have launched a second centre in London. James' Place is a therapy centre for men who are experiencing a suicidal crisis and it was set up to make the experience of finding help as easy as possible. It offers men a brief, intensive, therapeutic intervention in a safe environment. Men who walk through the door at James' Place will be in a space where they feel valued and respected.

About the Role

The Engagement Officer will deliver a range of activities to build awareness and engagement with people in Liverpool. The tasks will fall into three key areas: community engagement, outreach with the public, and communications, particularly social media. It would suit someone with good communications skills, who is organised and interested in our work. To enable the Engagement Officer to talk about our work with confidence and respond sensitively to enquiries from the public, they will receive extensive training and emotional support from their line manager, centre management and the wider team. More in depth information about the role is available on request.

This role is funded by The Rank Foundation's Time to Shine development programme. The postholder will therefore have the unique opportunity to take part in this programme which includes residential training days and access to an experienced mentor.

We would like to hear from you even if you don't feel you have all the skills or experience listed below but you do share our values and mission.

Key Responsibilities

- Attending external events on behalf of James' Place
- Talking to local communities about the work we do
- Supporting the planning of Centre Open Days
- Conducting research/scoping exercises as directed
- Supporting the planning and delivery of outreach sessions
- Running performance analytics across our communications activity
- Analysing data and writing reports
- Creating content to be used across our social media platforms

Essential Skills and Experience

- Experience of communicating professionally in person and online.
- Experience of engaging with members of the public.
- Promotes people's equality, diversity, and rights.
- A strong interest in the work and values of James' Place.
- Experience of working in a team.
- Good communication skills (written & verbal).
- Excellent interpersonal skills
- Good IT and administrative skills.
- Able to prioritise workload, manage time effectively and meet deadlines.
- Self-motivated, decisive, and collaborative.

Desirable Skills and Experience

- Experienced in the use of digital and social media platforms.
- Content/ Video production skills

James' Place is committed to promoting a diverse and inclusive community. Our aim is that no job applicant, temporary worker, or employee receives less favourable treatment on the grounds of age, disability, gender and transgender status, race and ethnicity, religion, and belief (including no belief), marriage or civil partnership status or sexual orientation.

Rank Foundation Time to Shine Programme

This role is funded by The Rank Foundation Time to Shine Leadership Programme which provides a unique employment and learning development opportunity for a candidate who is currently unemployed or underemployed, to stretch their leadership potential. The leadership programme incorporates personal development activities into the 12-month work placement and requires attendance at residential events and regular Action Learning sets throughout the year. The Time to Shine leader can also benefit from additional support provided by an experienced mentor from within the Rank network. The postholder should be able to commit to the requirements of the scheme, including the attending the events listed below.

Key Dates

- Launch Conference – 17 and 18 January 2022
- 2- day residential event - sometime between 6-23 June 2022
- Rank Annual Conference - 5 and 6 September 2022

<https://rankfoundation.com/engaged-philanthropy/time-to-shine/>

APPLICATION PROCESS

- To apply, please send a CV and short covering letter (no more than 2 sides) to Liverpool@jamesplace.org.uk. Please ensure you address the criteria in the person specification.
- First round interviews will take place on a rolling basis so please get your application in quickly so as not to miss out.
- The final stage of the interview process will be with The Rank Foundation.

James' Place, 50 Catharine Street, Liverpool L8 7NG | 0151 303 5757 | www.jamesplace.org.uk

Registered office: Dor Knap, Middle Hill, Near Broadway, Worcestershire WR12 7LA

Registered Charity No. 1121891