



## **Community Engagement Officer**

### **Role Description and Person Specification**

Salary: £27,000 - £28,500 pro rata (£16,200 - £17,100) depending on experience

Contract: Fixed term 1 year

Hours: 3 days/ 21 hours (based on 35 hours week)

Workplace: Hybrid, flexible working - Office St Pauls, Bristol

Annual leave: 30 days pro rata (18 days)

Benefits: Workplace pension

\*Occasional weekend and evening work. During the Main Festival in June, over-time is expected and we request that no holiday be taken during this period.

A TOIL system is used for extra hours. The role will also require substantial travel around Bristol and South Gloucestershire.

**Reporting to:** Programme Manager

#### **Purpose of role**

To build strong sustainable relationships with local communities, groups and organisations in and around Bristol and South Gloucestershire, working with the Refugee Engagement Officer to create positive and tangible opportunities for refugees and asylum seekers (RAS) to engage and contribute in their local community and facilitating a series of co-created local community engagement events and workshops.

**Reporting to: Programme Manager**

#### **Main Duties and Responsibilities**

##### **Relationship building**

- Identify and build strong relationships with local community hubs, groups, organisations and stakeholders.
- Work with RAS engagement officer to identify and facilitate relationships between community hubs and organisations and RAS to provide opportunities for connection and engagement.

##### **Engagement programme**

- Develop an engagement plan with the programme manager.
- Identify opportunities for engagement in local communities.
- Oversee local engagement events, activities and workshops.
- Develop confidence and long-term sustainable opportunities for communities to engage with RAS.



- Provide ongoing support for community partners.
- Work with communities to identify issues and obstacles that prevent creation of opportunities for activity and engagement and support them to overcome these issues with long-term sustainable solutions.

#### **Volunteer Coordination**

- Identify local community volunteers to assist on event and activities.
- Support recruitment and development of volunteers.

#### **PR and Communication**

- Act as a representative of BRF to promote our organisation and activities.
- Share information and marketing materials as set out in our communication plan.

#### **Evaluation and Monitoring**

- Maintain accurate records of activity.
- Assist with the collation of quantitative and qualitative data.

#### **Project Finances**

- Work within the project budget and maintain accurate records.
- Provide the programme manager with regular project budget updates.

#### **Other**

- Support the planning and delivery of in-house events including planning meetings, Annual Celebration/AGM and Celebrating Sanctuary.
- Support the planning and delivery of the main Festival programme.

### **Person Specification**

#### **Core attributes**

- Self-motivated, flexible and effective communicator.
- Team player who enjoys being part of a small team and is able to work to their own initiative.
- High work standards.

#### **Core skills and experience**

- Minimum of 2 years experience of engaging and working directly with community hubs, organisations, groups and stakeholders.
- A good understanding of the complexities of cultural diversity and the ability to work with people from a range of different cultures and backgrounds.
- A good understanding of barriers to engagement and community cohesion.
- A good knowledge of the needs, experiences and hopes of refugees and asylum seekers.
- Excellent communication skills - able to build long-lasting relationships and inspire confidence at different levels.
- Good teamwork and collaborative skills - able to listen and respond to ideas.
- Good organisational and time management skills - able to work under pressure, work to deadlines and agreed standards.



- Good facilitation skills, able to plan and deliver a variety of engagement activities between different groups and communities.
- Good event management skills - able to schedule activity, liaise with suppliers and coordinate volunteers.
- Able to maintain accurate records and plan and oversee project budgets.

### **Desirable**

- Lived experience of the UK asylum process or forced migration.
- Previous experience of community engagement in Bristol and South Gloucestershire.
- Ability to travel and access to reliable transportation.

### **About Bristol Refugee Festival**

#### **Vision**

- Refugees and Asylum Seekers feel welcome, valued and confident to celebrate and share their culture, skills and knowledge in their local community and beyond.

#### **Mission**

- Bristol Refugee Festival supports and facilitates newly arrived and settled communities to come together in celebration of inclusion and diversity through a year-round programme of events, with an annual cross art-form Festival at its core.

#### **Values**

- **Celebration** Celebrating and embracing our differences whilst recognising our similarities.
- **Inclusion** Valuing all voices and the sharing of culture, skills and knowledge.
- **Collaboration** Building strong relationships with individuals & organisations whilst working towards a shared goal.
- **Integrity** Ensuring the community we serve is always at the heart of all our work.
- **Respect** Believing we are all equal and deserve to be treated with dignity and respect.

#### **Organisation Aims**

- To celebrate and value the contribution of refugees and asylum seekers enabling them to engage with and be more active members of their community.
- To bring settled local residents and newly arrived refugees and asylum seekers together to build strong relationships in and across communities.
- To improve the health and well-being of refugees and asylum seekers and reduce social isolation.



## **How to apply**

If you think you are the right person to join our team, please email your CV and a short personal statement ( Max 1 side A4) clearly outlining how you meet the core attributes, skills and experience specified in the person specification and how you believe you could contribute to the success of the organisation.

Email: [info@bristolrefugeefestival.org](mailto:info@bristolrefugeefestival.org)

**Extended Deadline for applications: 9am Thurs 23rd January 2025**

**Interview date: Wed 29th Jan 2025**

Please let us know if you have any access requirements.

We welcome applications from anyone regardless of their race, sex, disability, religion/belief, sexual orientation or age (18+) and particularly welcome applications for those who have lived experience of forced migration, the UK immigration and/or asylum process.

If you would like an informal chat about the role before applying please email address above and someone will contact you.

More information at [www.bristolrefugeefestival.org](http://www.bristolrefugeefestival.org)