



Job Title:	Project & Public Engagement Officer
Grade:	NJC Point 20 £25,991 pro rata
Hours:	17.5 hours per week Flexible working available
Responsible To:	Board of Trustees Trustee for management Dr C Booth
Place of work:	Our Head Office is in Stockport, although a home-based role will be considered. Some travel may be required to engage other charities, partners, and beneficiaries.
Contract Type:	Fixed-Term for 6 months (Extension possible subject to further funding)
How to Apply:	Please complete the enclosed application form (CVs will not be accepted) All application forms will be anonymised for shortlisting for interview A DBS Basic Disclosure Check will be required
Closing Date:	Monday 15 March at 5pm

Background:

Rescare is a small, national charity established in 1984, with expertise in supporting families of people with learning disabilities particularly around residential care options. We operate a helpline that provides advice and information, and we campaign for the right choice and quality of residential care. Following a service review in 2019, the Trustees secured new funding streams and are now focused on raising awareness of Rescare and further developing its unique services to benefit more people. The Trustees recently identified a demand for a project to befriend older parents of learning-disabled people, who as they themselves age, need support to plan suitable care for their child and take steps so that they know their child has a settled future when they are no longer here. It is anticipated that a successful rollout of this befriending project will form the basis of further funding applications. We are looking for someone to lead this project and to use their networking skills and passion for our services to enhance the national profile of Rescare.

Job Purpose:

To establish and rollout a new befriending programme to benefit at least 5 new families

To significantly raise Rescare's profile with other professionals in the sector and reach more families

Main Responsibilities:

1. Design policies and procedures to deliver the management of the new befriending project
2. Recruit, train and manage volunteers to deliver the befriending service, either face to face, by telephone or online
3. Identify potential beneficiaries and meet agreed targets on the uptake of our befriending service
4. Identify and develop mutually beneficial relationships with significant local and national organisations who share Rescare's values and who can extend our reach to the greatest number of beneficiaries
5. Develop and increase Rescare's national profile and visibility on social and other media
6. Design and schedule regular digital communications, including social media and emails
7. Maximise the user experience of Rescare's website, improving content and ease of navigation
8. Provide reports to Trustees as required

General:

1. Adhere to all times to Rescare policies and procedures
2. Attend training and undertake development opportunities as identified by the postholder and Trustees
3. Attend meetings and events out or normal days/hours worked as required
4. Provide cover for other staff members within the team as required

Other duties

To undertake any other duties appropriate to the post as agreed between the Trustees and the post holder

Dated: February 2021



Person specification: Project & Public Engagement Officer

Essential

1. Ability to foster good working relationships across a range of people and organisations
2. Capable of independent project management, being pro-active to deliver realistic work targets
3. Ability to engage members of the public with sensitivity
4. Excellent IT skills including use of Microsoft Office applications, e-mail, and work-related social media
5. Ability to communicate effectively with a wide range of people using a diverse range of media
6. Ability to provide written reports that present relevant information in a concise and informative way
7. Well organised, with good time management, planning and personal organisation
8. Ability to work on own initiative, within a small team and make effective decisions

Desirable

1. Recent working knowledge of topics relating to people with learning disabilities, their families and carers, and services and legislation relating to learning disability
2. Experience of providing supervision and support to volunteers
3. Experience of providing a befriending scheme
4. Experience of working in voluntary sector or not for profit/charitable organisations
5. A working knowledge of good practice in health and safety, safeguarding and data protection
6. Good problem-solving skills
7. Ability to operate and provide reports against budgets

Dated: February 2021