



## Job Description

### Senior Project Worker

#### Key responsibilities

- Promote the work of NewmanFrancis with communities and key stakeholders
- Design, plan and undertake outreach and consultation work (door-knocking, questionnaires, meetings with community and voluntary groups, fun days etc)
- Organise, and support consultation events
- Supervise and support outreach work, volunteers and interns as necessary
- Provide administrative support to projects
- Produce effective communication materials using a variety of media – emails, social media, websites, leaflets and newsletters – to diverse audiences
- Design, deliver and evaluate training that empowers individuals and communities
- Develop effective relationships with individuals, communities, and stakeholders
- Support Newmanfrancis to implement its vision and embed resilience within the organisation and within the communities and other organisations we work with
- Manage projects and staff resources
- Manage client relationships

#### Essential Skills & abilities:

- Creative thinker with a positive outlook
- Good planning and organisational skills
- Flexibility, good problem-solving skills
- Remains calm and collected under pressure
- Able to develop professional relationships with diverse individuals and communities
- Able to empower individuals and groups
- Good team player
- Strong communication and interpersonal skills
- Ability to pick up new computer packages quickly
- Good working knowledge of MS office, Word, Excel and PowerPoint
- Ability to work Flexibly, including occasional evening and weekend working
- 3 years' experience of working with the community in a professional and/or voluntary capacity

#### Terms and conditions

- Salary of £23.5K to £27k
- 35 hours per week Monday - Friday, primarily between 9am and 5pm, though there may be occasional evening and weekend working
- 20 days holiday per year plus paid leave during Christmas and New Year
- Office base – Carpenters and Docklands Centre, 98 Gibbins Road, Stratford, London E15 2HU and with home working by mutual agreement
- 3 month probation period
- 1 month notice period
- SSP only
- Holiday year Jan 1<sup>st</sup> to Dec 31<sup>st</sup>
- Time of lieu for additional hours worked