Job Title:	**Community Development and Education Officer**
Contract:	**2 Years Fixed Term**
Pattern of work:	**35 hours per week**
Salary Scale:	**£29,666**
Responsible to:	**Chief Executive Officer**
Location:	**1-3 Exchange St, Blackburn, BB1 7JN** **Blackburn Youth zone, Jubilee St, Blackburn**

One Voice Blackburn
1 Exchange St, Blackburn BB1 7JN
01254 676193
info@1vblackburn.org

Our Vision

One Voice Blackburn is a charity that aspires to create cohesive, aspirational and confident communities in Blackburn with Darwen

Mission *(Our Purpose)*

We strive to be a warm, compassionate, and engaging organisation which is valued and respected in all communities.

Our Objectives

- **HEALTH** - Raising awareness of key health issues affecting our community and supporting strategies to facilitate the improvement in our health and wellbeing.
- **EMPOWERMENT** - Raising aspirations, opportunities for young people within our community to ensure that they fulfill their true potential.
- **LEADERSHIP** - Develop leaders in our community, both now and for the future
- **COHESION** - Developing harmony, cohesion and co-existence

Our Values

ENGAGING | WARM | PASSIONATE | INCLUSIVE

Job Summary

We are looking for a motivated, driven and passionate Community Development and Education Officer. This is a fantastic opportunity for an individual to play an integral role in improving the lives of young people and their families in Blackburn with Darwen.

This role is to support males, both young and old, and equip them with the confidence, skills and knowledge. To support adults with skills and knowledge that will be needed to move into training and employment.

This role will also support the literacy of the young people and adults in East Lancashire through a variety of projects which will include, but is not exclusive to, supporting the launch of tuition services administered by One Voice Blackburn.

Responsibilities:

- To develop and deliver on projects to benefit the community in which One Voice Blackburn serves with a specific focus on male groups, including young people.
- Oversee the day to day management and successful delivery of projects including our boys groups, with support of our Youth Services Manager.
- Oversee the day to day management and successful delivery of projects including our men's group (with support from our chief officer)
- Attend external and internal meetings as necessary and develop/maintain relationships with key partners to promote the work, influence and credibility of the organisation.
- Ensure the organisation's monitoring, evaluation and quality are adhered with all projects.
- Undertake tasks as demand appropriate to the post as directed by the Chief Officer
- Attend meetings/events outside of normal working hours.
- Engage with individuals and groups who are part of One Voice Blackburn to support learning needs
- Help potential learners to overcome existing barriers to learning through a range of programmes
- Work with individuals to create learning plans appropriate to projects
- Formulate service plans and priorities in cooperation with other staff, namely the Operations Manager
- Encourage and influence the development of new learning opportunities through formal and informal classes as well as individual tutoring and mentoring
- Identify the training needs of local volunteers and provide for them
- Undertake the administration and evaluation of provision and report for projects relating to learning
- Develop, launch and support a tuition service for One Voice Blackburn
- Support events organised by One Voice Blackburn
- Secure any delivery partnerships with our projects – which will include working with local community
- Support recruitment of all groups in One Voice Blackburn
- Be an ambassador for One Voice Blackburn
- Secure case studies and social media content, by linking with Marketing Manager
- Support One Voice Blackburn magazine in terms of promotion and content

Key Skills:

- Organisational skills to ensure the process of completion projects and arranging meetings. Analytical skills
- Well developed interpersonal skills
- Numeracy skills, including basic financial skills
- Charity awareness, and awareness of all One Voice Blackburn policies
- Take part in training that will be beneficial to you and the organisation
- Communication skills including the ability to speak at least one South Asian heritage language
- Team-working skills to ensure all members feel valued and respected
- Diplomacy when required
- Ability to motivate people to ensure the successful running of all youth groups at One Voice Blackburn
- Management and leadership skills
- First Aid Trained
- Safeguarding of Children and Young People Level 2
- Health and Safety and Fire Safety Awareness

DBS

The person appointed to this post will, from day-to-day, have contact with children and vulnerable adults, many of whom are under eleven years of age, and a number of whom may have moderate learning difficulties and/or disabilities. Therefore, the post holder will require an enhanced Disclosure Barring Service check.

Safeguarding Recruitment:

One Voice Blackburn is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults, and expect all staff to share this commitment. The successful applicant will be required to undertake appropriate safeguarding checks as well as providing proof of right to work in the UK. The successful applicant can expect to have their personal information entered on to a Single Central Record. The successful applicant will be enrolled onto relevant safeguarding courses, and will report to the One Voice Blackburn Safeguarding Officer on all related matters.

Equality & Diversity:

One Voice Blackburn is a diverse organisation that respects differences in race, disability, gender, gender identity, sexual orientation, faith, background or personal circumstance. We welcome all applications. We want everyone to feel valued and included in One Voice Blackburn and to achieve his or her full potential. One Voice Blackburn is opposed to any form of discrimination and commits itself to the redress of any inequalities by taking positive action where appropriate.

Application Deadline: 31st May 2023

One Voice Blackburn, 1-3 Exchange St, Blackburn, BB1 6NZ

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