



Community Support Officer Job description and Personal Specification

Title: Community Support Officer

Salary: £17,500 for 7 months contract including pensions, national insurance contribution etc.

Hours: 35 hours per week but it is essential that the post holder works flexible hours to attend evening and weekend meetings.

Responsible to: Operational Manager

Responsible for: Project

Purpose of the job:

Over the next 7 months, the community Support Officer will provide recreational and educational activities for young people and their families from Grenfell Tower and surrounding areas who experienced the horrifying tragic by providing the following activities:

- 1- Weekly Youth club for young people to attend and participate educational and recreational activities such as workshops and fun activities.
- 2- Work with families and young people and relevant stakeholders to ensure that all their needs are met.
- 3- Organise regular trips for the young people and their families to participate recreational activities in London and outside London.
- 4- Organise regular workshops for the parents and young people to address some of the issues they face.
- 5- To organise big community fun Day for young people and their families.

The proposed activities will support young people and their families to access enjoyable summer break after the terrible experience, the community support Officer will work with them on individual and group basis to ensure that their lives are rebuilt.

Main Responsibilities

- Work with families and young people over the next 7 months as their dedicated support officer to ensure that their needs are met after the Grenfell Tower.
- Work with families and young people to access services and opportunities
- To organise regular educational and recreational activities for young people and their families including day trips, workshops, weekly youth club etc.
- To recruit 30 people consisting young people and their families who are victims, their families and neighbors of Grenfell Tower.
- Participate meetings with statutory and voluntary agencies to represent the needs and interests of the community
- Undertake from time to time such other tasks as may be required including

- administrative duties in connection with the post
- Management and monitoring of project budgets including analysis, reporting and action on variances
- Financial tracking and monitoring of expenditures and prepare and submit timely financial performances when required
- Responsible for ensuring all funding monitoring reports are accurate and submitted in a timely manner
- Representing the organisation and project at external events
- Uphold the policies and procedures of ATM throughout all aspects of the work of the organisation

Person Specification

Skills

1. Excellent communication skills, highly articulate verbally and in writing
2. Strong interpersonal, influencing and negotiating skills and experience
3. Well organised and capable of meeting deadlines
4. Workforce planning and development.
5. Skills and experience of organising events and project delivery
6. Leadership to motivate youth, residents, families and volunteers
7. High level of accuracy and attention to detail
8. Computer literate

Knowledge

1. Knowledge of safeguarding policies and procedures of working with children and young people

Personal Qualities

1. Self-motivated and passionate about the issue
2. Well organised
3. Resourceful & able to think clearly under pressure
4. Shares ATM's values and ethos, and committed to ATM's vision
5. Empathetic, good listener, friendly, compassionate and non-defensive in approach
6. Self-directed willing to take responsibility and be held accountable

Please send your latest CV and a cover letter explaining your suitability for this role to info@theatm.org by **10th August 2017**. Please be aware interviews will take place the week commencing on 14th of August and appointments will be made immediately.

More information regarding the work of Anti-Tribalism Movement and our current programs, please visit www.theatm.org