

JOB PROFILE			
Role:	Social Engagement Worker	Date profile last reviewed:	April 2019
Name:		Reports to:	RAF Projects Manager

1. MAIN SUMMARY OF ROLE:

This role has two main aims:

1. To work as part of a Station Community Support team in promoting and enhancing social engagement within the RAF community, reducing isolation and loneliness among individuals through encouraging and supporting participation in clubs, organisations, programmes and activities.
2. To promote awareness of the Royal Air Force Benevolent Fund.

2. KEY RESPONSIBILITIES:

1. Identify clubs, organisations etc available on station together with key contacts (in conjunction with the Community Development Officer, HIVE etc), and establish a network of contacts within organisations to support new participants.
2. Provide information and guidance to individuals on the range of facilities, clubs, programmes and activities available on station.
3. Work with new arrivals to the Station to support their integration into the community and their social engagement where required.
4. Where necessary to overcome barriers to participation, accompany individuals on initial visits to clubs, organisations and facilities and establish links with key personnel and contacts.
5. Work with potentially socially isolated individuals who may require additional support to participate in activities and events, providing one-to-one support to overcome barriers to social engagement.
6. Liaise with childcare settings to provide ad hoc sessional childcare where this is required to enable those with parental responsibilities to attend specific programmes, clubs, activities and events
7. Work with individuals and existing organisations to develop self-help solutions to increase participation and reduce social isolation.
8. Manage, publicise and promote seminars and workshops for individuals to increase skills and overcome social isolation in response to needs identified with the Community Support team and RAF Benevolent Fund initiatives
9. Support and promote RAF Benevolent Fund initiatives and events on station, helping to maintain and increase the profile of the Fund, in conjunction with the Area Director

10. Where other welfare needs are identified among beneficiaries which are outside the scope of this role, signpost or refer to other appropriate forms of support, in line with policies and procedures.
11. Maintain and update appropriate records of work in accordance with GDPR and ensure that other records for general use are kept up-to-date. Provide regular reports on the work undertaken in this role for use in evaluating provision and informing decisions on future developments.
12. Work in partnership with the RAF Benevolent Fund Community Engagement Workers to support any joint initiatives promoting social engagement and inclusion.
13. Carry out any other duties as requested from time to time by the RAF Projects Manager or Head of Strategy & Programmes.

3. DEVELOPMENTAL OBJECTIVES:

- 1) Progressive acquisition of appropriate knowledge of community and welfare provision through structured training.

4. PERSON SPECIFICATION

Qualifications

<i>Essential</i>	<i>Desirable</i>
A minimum of three GCSEs grades A – C, or equivalent training	Evidence of Continuing Professional Development (CPD)

Knowledge / Experience

<i>Essential</i>	<i>Desirable</i>
Significant knowledge / experience of the Serving RAF community	Experience of living in military accommodation on base
Experience of working within a community or welfare support environment	Experience of delivering community activities, events and programmes
Knowledge/ experience of community facilities available to the serving RAF and their families.	Knowledge / experience of childcare provision
IT knowledge, including Outlook, Word and Excel	Working knowledge of PowerPoint and experience of delivering presentations

Competencies

<i>Essential</i>	<i>Desirable</i>
Working with people – supports others and shows respect for them in a variety of situations. Demonstrates an interest in and understanding of others	Deciding and initiating action – Makes prompt and clear decisions and takes responsibility for actions

Relating and networking - builds a wide and effective network of contacts inside and outside the RAF community	Writing and reporting – writing clearly and succinctly, in a well-structured and logical way
Persuading and influencing – Gains clear agreement from others by persuading, convincing and negotiating	Presenting and communicating information – speaking clearly and fluently, expressing key points and projecting credibility.
Adapting and responding to change – demonstrating flexibility in adapting to changing circumstances, accepting new ideas	Organising and executing – Plans ahead and works in a systematic and organised way
Planning and organising – manages time effectively, meeting deadlines and prioritising workload	Adhering to principles and values - upholding ethics/values, demonstrating integrity and promoting and defending equal opportunities

Signature

I confirm this job profile has been drawn up with my full involvement and accurately reflects the responsibilities of the role.

Postholder's Signature:

NAME:

Line Manager's Signature:

NAME:

Date:

General Information:

Smoking

The RAF Benevolent Fund has a no-smoking policy.

Equal Opportunities

You are required to comply with the Fund's Equal Opportunities Policy and ensure that employees receive equal treatment at all times.

Health and Safety

You must discharge your responsibilities under the Health and Safety at Work Act 1974 and take reasonable care for your own health and safety and that of others. You must also ensure that agreed safety procedures are carried out to maintain a safe environment for employees and visitors.

Confidentiality

You are subject to the Data Protection Act 1998 and must not disclose confidential information, particularly that relating to employees, beneficiaries and their records. You are also responsible for the accuracy and integrity of any information which you enter. You must not use personal data held by the Fund for any unauthorised purpose nor disclose such data to a third party. You must not make any disclosure to any unauthorised person or use any confidential information relating to the business affairs of the Fund, unless expressly authorised to do so by Head of Secretariat who is the Data Protection Officer.

Risk Management

The Trustees of the Fund have adopted a policy of risk management which accords with Charity Commission requirements. Risk management is the responsibility of each member of staff.

Suggestions that might assist the Fund in meeting its objectives in a pragmatic and cost-effective way should be directed to your line manager or the Fund's Risk Review Co-ordinator.

Conflict of Interests

You may not, without the consent of the Fund, engage in any outside employment. In accordance with the Staff Handbook, you must declare to your line manager any private interest or voluntary/public duties which could potentially result in personal gain as a consequence of your employment with the Fund. Interests that might appear to be in conflict should also be declared.

Place of Work

You will work at your designated RAF station and in associated SFA and housing areas. You may be required to work at other RAF or RAFBF locations from time to time.

Review

This job profile is intended as a basic guide to the scope and responsibilities of your post and is not exhaustive. It will be subject to regular review and amendment as necessary in consultation with you.