

## Community Resilience Project Coordinator

<b>Job Level</b>	2b	<b>Job reference No.</b>	
		<b>Role review</b>	
<b>Directorate</b>	UK Operations	<b>Service/Function</b>	Emergency Response
<b>Reports to</b>	Community Resilience Project Manager		

### Scale and scope of role

<b>Direct reports</b>	None	<b>Indirect reports</b>	None
<b>Budgetary responsibility / accountability</b>	<£3,000	<b>Accountability for other resources</b>	None
<b>Reach and impact</b>	Support the running of the Building Resilience Together Programme funded by AVIVA.		

### Context

We help anyone, anywhere in the UK and around the world, get the support they need if crisis strikes: connecting human kindness with human crisis.

We enable vulnerable people in the UK and abroad to prepare for and withstand emergencies in their own

communities. And when the crisis is over, we help them to recover and move on with their lives.

We are part of the global Red Cross and Red Crescent humanitarian network.

### Our values and principles

**Our values** (compassionate, courageous, inclusive and dynamic) underpin everything we do.

As a member of the Red Cross and Red Crescent Movement, the British Red Cross is committed to, and bound by, its **fundamental principles**: humanity, impartiality, neutrality, independence, voluntary service, unity and universality.

### Purpose of the role

Support the running of the Building Resilience Together Programme funded by AVIVA. Your role will be to extend the programme to new areas in London and develop significant practice for British Red Cross in the field of Community Resilience. The main goal for your role will

be to engage community sector organisations in London to increase their preparedness, enabling them to improve the coordination of their assets and needs. Liaising with local authorities and other emergency responders you will support and advocate for the inclusion of communities in the emergency sector.

## Main responsibilities

### 1. Community engagement and preparedness

- > Establish trust and coordination with local authorities and voluntary sector partners
- > Adopt approaches based on community engagement and community organising among voluntary sector organisations, faith groups and local organisations
- > Utilising current Red Cross resources and co-production methods, develop and conduct bespoke workshops, training and exercises with community and voluntary sector networks and local community organisations

### 2. Recruitment of volunteers/advocates/supporting organisations

- > Recruiting and coordinating local advocates and organisations supporting community resilience programme
- > Providing support to advocates in completing onboarding and establishing their role. Develop and maintain training tools that can be used for working with community groups.
- > Support the development of scalable volunteer support and training packages that can be extended beyond the pilot stage

### 3. Community assets and unmet needs coordination

- > Support the development of environmental scan/needs analysis across the three boroughs through interviews, group consultation and surveys
- > Assist community groups to undertake social network analysis and assets and risk mapping exercises, to identify their vulnerability and capabilities and develop community led risk maps and assessments.
- > Coordinate with internal BRC teams to analyse spatial data on risks and vulnerabilities, discovering patterns and trends
- > Coordinate with internal BRC team to design digital maps based on community assets and needs data collected during participatory sessions and other local data sources.

### 4. Stakeholder engagement

- > Conduct debriefs after training, workshops and exercises to identify and share learnings

### 5. Team Support

- > Support the team in the development of scalable learnings, tools and resources that can be shared to aid continued growth of the work developed

- > Develop and contribute to regular newsletters, reports and programme updates for internal and external stakeholders
- > Develop good practices to enhance the BRC approach to Community Resilience
- > Design and conduct research activities using qualitative and quantitative approaches, participatory mapping, peer led approaches and co-production techniques.
- > Support the evaluation of a community project adopting participatory approaches.

#### 4. Team Member

- Actively participates in all team meetings
- Supports other team members
- Work and behaves in accordance with all BRC policies and procedures
- Upholds the fundamental principles of the Red Cross and acts with integrity, in accordance with the Society's values (inclusive, compassionate, courageous and dynamic).

### Pre- engagement checks

#### Criminal Records

##### Type of criminal record checks required for this role

England and Wales - Disclosure and Baring Service Check (DBS)
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> none
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#### Drivers Checks

> Not Required
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### Diversity

At the British Red Cross, we are looking for the right people to help us provide support to millions of people affected by crisis in the UK. We want our team to reflect the diversity of the communities we serve, offering equal opportunities to everyone, regardless of; age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.

Diversity is something we celebrate and we want you to be able to bring your authentic-self to the Red Cross. We want you to feel that you are in an inclusive environment, and a great position to help us spread the power of kindness

### Person Specification

		Requirement	Evidenced obtained through Shortlisting (S) Interview (I) or Assessment (A)		
<b>Knowledge and Skills</b>	Essential	<ul style="list-style-type: none"> <li>- Working knowledge and understanding of community engagement</li> <li>- Experienced in developing and running community engagement sessions</li> <li>- A demonstrable ability to engage and motivate people, with an awareness of the issues that may prevent engagement, and impact and motivation.</li> <li>- Demonstrable expertise and skills in empowering communities incl. the use of appropriate theories and approaches.</li> <li>- An understanding of approaches to involvement /participation /co-design in service design, delivery and evaluation.</li> <li>- Able to communicate effectively with people from a diverse range of backgrounds and experience.</li> <li>- A proven ability to work remotely</li> <li>- IT literate in Microsoft Office</li> <li>- Time management skills – ability to respond to and prioritise a range of competing demands</li> </ul>	S	I	
	Desirable	<ul style="list-style-type: none"> <li>- Ability to manage data produced through participatory mapping, peer led and co-production approaches.</li> <li>- Designing and coordinating exercises to test learnings with a variety of participants</li> <li>- Demonstrable skills in building user centred services and projects</li> <li>- Proficient in the use of data to support project evaluation / impact and insight.</li> </ul>	S	I	

		<ul style="list-style-type: none"> <li>- Ability to use mapping software for analysis and identifying patterns and trends and design digital maps</li> <li>- Ability to develop training for volunteers and staff</li> </ul>	S	I	
<b>Experience</b>	Essential	<ul style="list-style-type: none"> <li>- Experience of developing, facilitating, coordinating workshops with local community organisations</li> <li>- Passionate about working with voluntary sector partners</li> <li>- Demonstrable experience using approaches based on community engagement and community organising</li> </ul>	S	I	
	Desirable	<ul style="list-style-type: none"> <li>- Work experience/Volunteering in the field of resilience and emergency planning</li> <li>- Demonstrable experience recruiting and coordinating local volunteers</li> </ul>	S	I	
<b>Behaviours</b>	<p><b>FOCUSING ON PEOPLE IN CRISIS</b>  <b>Actively addresses the needs of people on crisis</b></p> <ul style="list-style-type: none"> <li>- Finds ways to define and continually improve services for people in crisis</li> <li>- Uses knowledge of the needs of people in crisis to feed into on-going planning and shaping of services</li> </ul> <p><b>WORKING COLLABORATIVELY</b>  <b>Pro-actively works across boundaries and hierarchies</b></p> <ul style="list-style-type: none"> <li>- Involves others by encouraging participation in order to develop agreed solutions</li> <li>- Is able to see things from others' perspective and to make compromises to create solutions which work for everyone</li> </ul> <p><b>DEVELOPING YOURSELF AND OTHERS</b>  <b>Develops own capability</b></p> <ul style="list-style-type: none"> <li>- Demonstrates a willingness and an ability to develop own capability and knowledge by seeking and acting on feedback and updating knowledge and skills to improve performance</li> </ul> <p><b>COMMUNICATING AND INFLUENCING</b>  <b>Tailors their approach</b></p> <ul style="list-style-type: none"> <li>- Uses their understanding of others to tailor and choose the approach that will have the greatest impact</li> </ul>			I	

		- Adapts their method of communication and message to suit a specific audience			
<b>Additional requirements</b>	Essential	- Ensures inclusive practice and promotes diversity - Ability to work outside of normal office hours and unsociable hours (evenings and weekends) on occasion; - Willingness to travel across different locations in London	S	I  I  I	
	Desirable	Ability to speak other languages	S	I	

We guarantee an interview to disabled candidates (as defined in the 2010 Equality Act) who meet the minimum shortlisting criteria in the advertised person specification and apply under the disability confident scheme.