**Job Description and Person Specification**

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| **Role Title**  | Community Development Worker – Health and Wellbeing  |
| **Reports to (Role Title)** | Head of Project Management – Community Health and Wellbeing  |
| **Location**  | SMEF Offices (Guildford and Woking) |
| **Salary**  | £25,056 pro rata for 2 days/week (14 hours) |
| **Contract Type** | 12 month Contract  |

Surrey Minority Ethnic Forum (SMEF) is a race equity charity advocating for the rights and wellbeing of ethnic minority communities in Surrey. We champion community voice, social justice, and promote positive change through collaboration, research, and community voice and engagement. Our projects and initiatives support local community groups in addressing socioeconomic inequalities, improving access to health and care, and promoting cultural understanding. At SMEF, we believe in the power of lived experiences to reshape public narratives and build a more equitable society for all.

‘Speaking for Ourselves’ is a peer research project with and by ethnic minority communities in Surrey funded by Surrey County Council. The project explores the intersections of identity, faith, health, and wellbeing to amplify hidden voices, inform current models of community engagement, and reframe local public sector narratives about ethnic minority lives.

Community engagement, user voice research, and lived experience are high on the agenda of public sector agencies. These approaches aim to include the voices of underrepresented groups, like people from ethnic minority communities, who are more likely to experience socio-economic inequalities, health inequities and barriers to participation in civic life.

The questions that we ask frame the narratives we create about people, so in contrast to community engagement methods, this peer research project aims to disrupt the power dynamic between ethnic minority people and public agencies by claiming space to reset the agenda. Where community engagement invites people to respond to questions about their lives, this project gives opportunity to hidden voices within communities to rewrite the questions according to their needs and priorities.

**Job Description:**

The below profile describes the general nature of work. It is not intended to be a detailed list of all duties and responsibilities which may be required.

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| **Role Purpose** | The Community Development Worker (CDW) will serve as a bridge between public sector agencies and the diverse ethnic minority communities participating in the "Speaking for Ourselves" project. By facilitating engagement, co-production, and empowerment of these groups, the CDW will ensure that the project uncovers and amplifies hidden voices. The Community Development Worker will coordinate and implement project activities to create a new framework for understanding and addressing the needs of ethnic minority groups in Surrey. They will also support peer researchers in developing their skills and confidence, enabling a sustainable foundation for long-term community empowerment and meaningful public sector narratives. |
| **Work Context** | * The post holder will work with diverse communities and is required to work flexibly.
* Surrey has both urban and rural areas and staff will be expected to have a valid driving licence to drive in the UK and access to a vehicle.
* Reasonable adjustments will be made for the post holder who has a disability to enable them to fulfil the requirements of the job.
* Professional supervision will be provided.
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| **Line management responsibility** | No line management responsibilities.  |
| **Budget responsibility** | Ensuring that the project is run within the allocated budget and managing volunteer expenses.  |
| **Representative Accountabilities** | **Community Engagement**:* Build and maintain strong relationships with diverse ethnic minority groups in key neighbourhoods.
* Attend local community meetings and social group events to connect with potential project participants.
* Facilitate introductory and co-production workshops with community members.

**Coordination:*** Coordinate logistics for workshops and peer research training sessions.
* Support recruitment of peer researchers from ethnic minority groups and guide them through training and mentorship programmes.
* Conduct regular check-ins to provide guidance and address challenges faced by peer researchers.

**Training Support:*** Assist with developing the peer research log and designing qualitative research training materials.
* Provide support during peer research training courses in collaboration with the University of Surrey.

**Research Oversight:*** Monitor and review peer researchers' progress in conducting interviews and maintaining research logs.
* Assist in analysing emerging themes and ensuring accurate transcription and translation of data.

**Creative Outputs and Reporting:*** Facilitate creative expression of research findings through co-production with community groups.
* Support the development of the Surrey Peer Research Toolkit and the project report.
* Organise shared learning events and present findings to stakeholders.
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| **Duties in relation to SMEF** | * Use SMEF internal systems to maintain records and report progress, including due diligence and volunteer recording via Microsoft SharePoint and Salesforce.
* All SMEF employees are required to use Salesforce as a record of activity. Training will be provided. Update Salesforce with all activity in line with agreed timescales, share updates with partners on activity.
* Keep detailed records for all activities and engagements.
* Complete reports as required.
* Proactively generate participant experiences, news articles, photos, and social media content to promote the work of SMEF in line with SMEF communication targets and protocols.
* Collaborate with other SMEF colleagues on projects where appropriate and contribute to the development of SMEF as an organisation overall.
* Adhere to and implement policies, including equal opportunities and health and safety.
* Undertake any other reasonable duties as requested by your line manager.
* To participate in supervision sessions and annual personal reviews.
* To attend relevant training to fulfil the requirements of the job.
* To attend evening/weekend meetings, as necessary.
* To treat as confidential any information that is personal, private, or sensitive about individual voluntary and community groups and/or users, staff etc.
* To contribute and raise awareness of SMEF’s role as an infrastructure organisation to all partners and black and minoritised ethnic communities.
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| **Education, Knowledge, Skills & Abilities, Experience and Personal Characteristic** | **Qualifications:**Relevant qualifications or training in community engagement or qualitative research methods.**Experience:*** Proven experience in community development, engagement, or social research.
* Demonstrated understanding of ethnic minority issues and barriers within the public sector.

**Skills & Competencies:*** Excellent communication skills, both written and verbal, with the ability to engage diverse audiences.
* Strong organisational skills, with experience coordinating events and activities.
* Culturally sensitive with the ability to build trust and rapport in minority communities.
* Understanding of qualitative research methods, including interview techniques and thematic analysis.
* Ability to enable collaboration and work in multidisciplinary teams.
* Self-motivated and able to work independently with minimal supervision.
* Adaptable, empathetic, and passionate about empowering marginalised voices.
* Willingness to travel across Surrey and work flexible hours, including occasional evenings or weekends.

**Other requirements:*** Access to the internet and a suitable area to work safely for flexible working.
* A willingness to uphold the values and beliefs of SMEF.
* Ability to maintain high standards of health, safety and welfare at work and take reasonable care for the health and safety of self and others.
* The ability to comply with the organisation’s policies and in particular data protection requirements of the General Data Protection Regulations (GDPR) and Safeguarding Vulnerable Adults.
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Interested candidates are invited to submit a CV and cover letter detailing relevant experience and suitability for the role. The deadline for applications is 22/05/24 with interviews w/c 03/06/24. For an information discussion regarding the post please contact Hina Ashraf on hina@smef.org.uk or 07853109772.