

Role Profile

Job Title:	Community Liaison Coordinator (CLC)
Location	Wallsend Children's Community, North Tyneside, Tyne & Wear (able to travel occasionally to the other Children's Community sites in Tameside and London or Save the Children Offices)
Reports to:	Community Development Officer (CDO)
Contract Type:	3 Years Fixed Term - Part-Time
Salary:	£25,350.00 Full Time Equivalent
Hours:	25 hours per week
Budget responsibility:	None
Line management responsibility:	none
Child Safeguarding Level:	Level 2 This post will have direct access to children on a frequent basis (more than two times in any period of 30 days) or intensively (four days or more in one month or overnight), or will have responsibility for the day to day management of those with direct access to children on a frequent basis and is therefore classified as a Level 2 position. A Disclosure and Barring Service (DBS) enhanced check or equivalent overseas police check will be obtained for employees at this level prior to their Start Date. As the post is covered by the Exceptions Order 1975 to the Rehabilitation of Offenders Act 1974, any spent or unspent criminal convictions will be considered when considering suitability for the role.

Who we are:

Wallsend Children's Community works with people and organisations in the communities of Wallsend to collectively deliver better outcomes for children and young people. We support children and young people from cradle to career working in a whole-systems way to ensure the best support for children growing up. Our work spans all the

services that touch children and young people's lives, from health to education, from play to youth work and welfare and careers. Our approach includes network and capacity building, convening and facilitating groups and collaborations that wouldn't usually come together, fundraising, research and data collection, knowledge sharing, direct community activity, the sharing of lived experience and policy advocacy. Everything is focused on learning and supporting our community to address the root causes of inequality and create positive and inspiring outcomes for children and young people. We believe community members know the change required, have the skills and capacities to make the change they want, if invested in well and with compassion.

Job Purpose:

Support the Community Development Officer (CDO) in leading our community alongside the Wallsend Community Champion Network in creating their Story of Parent Power, in developing and delivering their solutions to:

- Get things right early for children in the first thousand days of their lives preventing the negative impacts of poverty from being realised in the first place.
- Help families be fit and healthy for life understanding that poverty is fundamentally also a public health issue.
- Empower children, young people and their families to realise their aspirations, by focussing on the potential of children, not the poverty they experience.
- Build evidence for investing in change and support advocacy and campaigns directly by families living, working and growing up in Wallsend.

As the CLC you will support the CDO and our community in identifying their assets, needs, opportunities, rights and responsibilities and support them to plan what they want to achieve and take appropriate action and develop activities and services to generate aspiration and confidence.

Main duties and Accountabilities:

Community Development

1. Engage and support groups of local people to become members of Community Champion Networks
2. Assist the CDO in supporting local people, through those Community Champion Networks, to deliver activities that improve their communities.
3. Gathering information from Wallsend Community Champion Networks the CDO in developing opportunities to work with partners and other key stakeholders as appropriate.
4. Collect insights from the community, including Wallsend Community Champion Networks for CDO to post community social media and community communications across Wallsend.

Amplify the voice of Wallsend Communities

5. Amplify voices and narratives of community members with direct experiences, particularly children and families, to ensure their insights shape the partnership initiatives and advocacy endeavours.
6. Support Wallsend Children's Community in collaborating on advocacy efforts to drive local, regional and national policy and procedural changes that benefit children and their families, particularly those in impoverished circumstances, aiming for significant, positive change.
7. Facilitate the engagement of the authentic voice of children, young people and families in the shaping of services locally.

Develop key relationships and effective partnerships

8. Develop and maintain relationships across a range of community groups, organisations and agencies operating in Wallsend that can ultimately help resource the work of the Community Champion Networks.
9. Support in the facilitation and development of strong relationships between community members and service delivery agents.
10. Champion the work of the Community Champion Networks locally, regionally and nationally.

Evidence and Investment

11. Support the collection of evidence and learning contributing directly to the delivery of impact assessment frameworks across Community Champion Network initiatives and Story of Parent Power.
12. Support the production of case studies in partnership with the Community Champion Networks in order to promote and celebrate their work, and to inspire others to take action to tackle inequalities.

Health and safety and safeguarding

13. Have regard for your own Health and Safety and that of all using partner premises.
14. Attending Health and Safety Training and refresher training as required.
15. Support the health and safety of Community Champion Network
16. To carry out the responsibilities of the role in a way which reflects Wallsend Children's Community's commitment to safeguarding children in vulnerable adults in accordance with both the Child and Adult Safeguarding Policies.

Miscellaneous duties

17. Undertake any other reasonable tasks required by the Senior Partnership and Innovation Officer or other such authorised person to allow the efficient running of the project without changing the general character of the level of responsibility entailed.

Person Profile

Core Competencies

- **Teamwork:** Works well with others, collaborates to reach shared goals, and knows when to lead or support. Values diverse perspectives and smooth collaboration across teams.
- **Networking:** Builds and maintains positive relationships to support the work of Wallsend Children's Community.
- **Effective Communication:** Communicates clearly and confidently, engages others, shares information at the right time, and builds trust.
- **Adaptability & Innovation:** Finds creative solutions and adjusts to changing situations to keep work moving forward successfully.
- **Problem Solving & Decision Making:** Makes thoughtful and timely decisions by gathering the right information and considering all options.

Required Skills:

Technical

- Excellent communication and engagement skills to ensure community voices including children, families and local practitioners / professionals are captured and heard and help inform development of the Children's Community
- Some experience of working with multiple partners and agencies across communities to deliver shared outcomes
- Basic understanding of maintaining administrative systems, processes, and databases with excellent IT skills
- Experience of working with a variety of stakeholders
- Experience in engaging children and families and supporting them to share their experiences, and of co-developing approaches with practitioners, children and families

Personal:

- Solutions-focused with a creative problem-solving approach
- A strong team player with an empowering and collaborative working style and excellent interpersonal skills
- Able to manage multiple activities at once and to resolve conflicting priorities
- Positive, resilient and committed to improving the lives of children and families

- Understanding of the nature and impact that poverty has on children, families and neighbourhoods and the barriers that communities face in seeking to bring about positive change
- Understanding of systems change theory and approaches
- Well-developed IT skills and proficiency in using Microsoft Office and Social Media
- Able to work from local partnership location (Wallsend) and if required, with notice, to travel within the country

Education/Professional Skills:

- None