

JOB DESCRIPTION	
Job Title: Community Engagement Worker	Grade: Delivery Salary: £21,530(P.A)(negotiable dependent on experience) Hours: 37.5 (P.W)
	Post Number: WB002
District: Lancashire	
Key responsibilities	
<ol style="list-style-type: none"> 1. work as part of a team with partners and volunteers - acknowledge receipt of, show understanding of and work in accordance with all Lancashire LGBT policies, procedures and guidelines - carry out duties in a way which reflects that Lancashire LGBT is committed to equality of opportunity and anti-oppressive practices 2. attend and participate in any in-house or external training as may be appropriate in line with the staff training and development policy 3. prepare for and participate in line management supervision on a regular basis 4. prepare for and participate in all project team meetings as required 5. prepare for and attend an annual appraisal with the Project Manager 6. adhere to time management procedures and prioritise your own workload as agreed through the supervision process in accordance with Lancashire LGBT policies and procedures 7. be responsible for the confidential maintenance of volunteer and participant records and other relevant documents in line with Data Protection legislation 8. work in a way which promotes the safety and security of children and vulnerable adults 9. undertake any duties commensurate with skills and agreed by the Project Manager 	
Key Duties	
<ol style="list-style-type: none"> 1. maintain, support and develop peer support and social groups 2. plan, promote and facilitate community events 3. promote in-house volunteer opportunities as appropriate 4. support the facilitation and maintenance of the Practitioners Forum 5. contribute to development and delivery of opportunities for consultation with LGB&/orT people 6. participate in planning and development of all activities of the organisation 7. provide up to date information on all areas of responsibility as appropriate 8. Build and maintain quality relationships with key partners and community members, 9. contribute to monitoring and evaluation of all activity 	