

Camden Federation of Private Tenants (CFPT)

Community Engagement Worker Job Description

Salary:	£28,000 (Pro rata 14 hours per week)
Responsible to:	CFPT's Organiser
Responsible for:	Co-ordinating the Origin Tenants' Voices project

Background: Origin housing association tenants are one of the largest group of residents living in the St Pancras & Somers Town (SPST) ward and their voices need to be strengthened primarily in the ongoing relationship with their landlord but also with regard to a number of new developments in the area such as the re-development of Euston Station and the HS2 high speed rail network.

The ward is currently undergoing massive changes and Origin Housing tenants are concerned about the long-term impact all of these will have on them, their families and the local area.

General profile: The role will be mainly to engage with and listen to Origin housing association tenants and will include both community development and project management work. The Worker will set up and run the project and is the key role in ensuring the smooth delivery of it both in line with its stated aims and objectives, and also with the strategic direction set by the funder and CFPT's Management Committee.

Project management:

1. To plan and deliver the project to all agreed deadlines, milestones and targets
2. To manage the project budget in liaison with CFPT's Assistant Organiser
3. To record all relevant data and statistics relating to the project
4. To monitor the performance of the project using the methods, format and frequency agreed with the funder
5. To prepare project update reports for CFPT's Management Committee as and when required
6. To prepare project update reports as required by the funder

Relationship building and partnership working:

1. To identify key contacts e.g. ward councillors and build relationships with relevant individuals and groups/organisations in the St Pancras and Somers Town ward
2. To consult with a wide variety of Origin tenants in different settings to listen to and understand their views and concerns

Participating:

1. To promote and raise awareness of the project both online and through a variety of meetings, events and activities in the ward
2. To increase participation in the project both online and through a variety of meetings, events and activities in the ward
3. To publicise the project and Origin tenants' issues through a creative use of a variety of media channels

Representing, informing, empowering and supporting:

1. To identify the information, support and other needs of Origin tenants to enable them to engage with their landlord and other organisations
2. Along with Origin tenants, to meet with the landlord and representatives of other organisations active in the ward to put forward their views and concerns

Project sustainability:

1. To have an awareness any relevant developments (internal/external) which could impact on work of the project
2. To assist CFPT's Organiser to identify and make applications to funders to ensure the long-term sustainability of the project, if this is required

Other:

The post holder must undertake:

1. To attend some evening meetings and work occasional weekends
2. To attend CFPT Management Committee meetings when required
3. To demonstrate commitment at all times to the principles of diversity, inclusion and equal opportunities.