



## Community engagement worker – Pimlico Million

**Location:** Pimlico, London.

**Responsible to:** Pimlico Million project manager

**Salary:** £17,327 (FTE £29,704)

**Hours:** Part time – 21 hours per week

**Leave:** Pro rata of 25 days holiday per annum plus bank holidays

### **The recruitment process:**

We're keen to make our recruitment process clear and transparent. Firstly, by 9am on **Monday 7th February**, we'd like you to send (to [info@qsa.org.uk](mailto:info@qsa.org.uk)) the following two documents:

- Your CV, highlighting the areas of your experience pertinent to this role.
- Your supporting statement, explaining why you want this role and how you have the experience, skills and values we're looking for. You will find this within our person specification further on in this pack. We'd encourage you to demonstrate why you'd be a great fit, but also be honest with us if you feel there are some aspects of the role you've less experience in.
- We also invite you to complete our [online equality and diversity monitoring form](#).

We're holding interviews on **Thursday 17th February**; we'll confirm the method or location for these with those who are shortlisted. To enable all candidates to come to the interview well prepared, we'll send you the interview questions the day before. The starting date for the roles will be 21st March, depending on notices and DBS and references checks.

Being a diverse and inclusive organisation is very important to us. We actively encourage and welcome applications from candidates of diverse cultures, perspectives and lived experiences. We hope you find this job pack clear and welcoming and indeed, should you apply for this role, that you find the same to be true of our whole recruitment process. Please do let us know if you don't. We would genuinely welcome the feedback.



## About Pimlico Million

Pimlico Million (PM) is a community project, working to make the Pimlico area in Westminster a better place to live. PM is part of the Big Local programme, a 10-year initiative running till 2026, giving 150 areas across the UK £1 million of Lottery money to make positive changes to their community. Each area forms a partnership group of local residents and decides how to spend their funds. Many, like Pimlico Million, decide to employ staff to bring their ambitions to life.

Each Big Local area is supported by a representative from the funder and by a Local Trusted Organisation (LTO) who acts as the accountable body for funding and who supports and advises the partnership. Quaker Social Action undertakes the LTO role for three Big Local areas, including Pimlico Million.

More about Pimlico Million, including the new priorities for the next two years, can be found [here](#).

## About the role

We are seeking two community engagement workers to complete the small Pimlico Million team.

Following on from local consultation, the Pimlico Million partnership has set out an ambitious new plan for the next two years. They are now recruiting two new community engagement workers to be active on the ground, promoting the work of Pimlico Million and looking to build a diverse and exciting range of local initiatives.

Though initially working from home due to ongoing restrictions, there is a new office available at the Ebury Edge development near Victoria station, to operate as a base for the Pimlico Million team.

We're looking for people who are passionate about working within diverse communities, building relations and trust – and making things happen. You will be practical, flexible and approachable, and above all deeply motivated by the idea of resident-led change.

These are the five priorities of our Pimlico Million two-year plan:

- Building inclusive communities
- Young people
- Older people
- Green space
- Grants



## Role description

**Purpose of post:** To support the work of Pimlico Million, a resident led community development initiative in the Pimlico area of Westminster.

To work closely with the Pimlico Million manager to enable the spending of funding, according to the Big Local principles and values – with the aim of making the local area an even better place to live.

### **Enabling community activities**

1. To understand the Pimlico Million plan and to work with the PM team – manager and co-worker- to deliver upon the plan.
2. To build up relationships within the local area, consulting and involving a wide range of local residents to ensure their views and voices are heard.
3. To encourage residents to have ideas and suggestions for new initiatives and to see how Big Local funding can be used to further those aims.
4. To focus particularly on parts of the community who may find it harder to access services or who may benefit significantly from them, such as younger people or older members of the neighbourhood.
5. To build links with other local charities and community groups, working together wherever possible.
6. To outreach on behalf of PM to ensure local residents are aware of and can benefit from what is available within the community.
7. To ensure appropriate records are kept of activities to ensure that the benefits are measured and reviewed.
8. To run all community activities with due regard to Covid concerns, ensuring activities are safe and compliant with any regulations in force, and looking at addressing isolation and loneliness, especially within households who cannot easily use technology.



## **Ebury Edge**

1. To use Ebury Edge as an office space, while building good relationships with fellow tenants and being aware of the potential to use this, or other spaces, as a community hub.
2. To support others to use the Ebury Edge space and to build a group of local, committed volunteers.
3. To run the space safely, with due regard to health & safety, risk, safeguarding and Covid guidelines.

## **Partnerships**

1. To implement the Pimlico Million plan, as directed.
2. To ensure, via the PM manager, that the partnership members are kept in touch with progress on the plan and to share impact and financial updates to enable them to make the key decisions to shape the future of the PM.
3. To promote the opportunities for local residents to join the PM partnership board, ensuring it had wide representation from communities across and within the Pimlico area.

## **Communication and external liaison**

1. To contribute to the communications plan for PM, sharing content and photos on the PM social media in order to build up knowledge of PM within the local community.
2. To share the learning/celebrate the successes of PM within the local community, by word of mouth, newsletters and community events.
3. To represent PM by participating in appropriate local forums and meetings.
4. To keep up to date with relevant developments within the Big Local community, to learn from others working in a similar context.

## **General**

1. To work within the policies and procedures of QSA.
2. To receive line management from the PM project manager.
3. Any other duties, as appropriate to role, as agreed by the QSA director, in consultation with the PM partnership board.



## Person specification

### **Experience:**

1. Experience of working within a diverse community, ideally in a community development role.
2. Experience of working on community based projects, seeing them through from start to finish, achieving impact for local people.

### **Ability:**

1. Excellent communication skills, especially strong listening skills, to build positive relations with local residents and partner organisations.
2. Ability to manage own workload and to work flexibly.
3. Ability to think creatively and responsively to community needs and aspirations.
4. Ability to promote and publicise Pimlico Million enthusiastically and effectively to individuals, community groups and using social media.
5. Ability to speak a community language, such as Bengali or Arabic, is desirable.

### **Knowledge:**

1. Knowledge of the local area; Pimlico specifically and Westminster generally, is highly desirable.
2. Knowledge of the challenges and barriers that can be faced by low income communities and how these can be addressed with community development work.

### **Ethos:**

1. Commitment to and understanding of issues of inclusion, equality and diversity in the workplace and when providing a service to the public.
2. A willingness to work within a Quaker ethos, as clarified by the vision & mission of QSA:

*QSA's vision is that of a just world, where people put people first. QSA's mission is to enable people on low incomes and beyond to seek solutions to the issues that affect their lives, by building practical, sustainable and collaborative projects and by sharing that learning where it has potential to benefit communities beyond our own.*



## Main terms and conditions of employment

1. QSA uses the local government pay scales for salaries. Your salary will be on **NJC scale point 20-24**, starting at £29,704 for full time, so **£17,327** for this role. All appointments are made at bottom of scale.
2. This is a **part time** post of **21** hours per week.
3. Some evening and weekend work is likely given the community development nature of the role.
4. Though initially worked from home due to ongoing restrictions, the role will usually be based in Pimlico at the new Ebury Edge office.
5. The period of notice will be 1 week during the probationary period and 4 weeks on its completion.
6. You will be entitled to pro rata of 25 days holiday per year with the leave year running from January to December, plus bank holidays.
7. This post is subject to a 6-month probation period. After the successful completion of your probationary period, staff are entitled to join the QSA pension plan. This is an additional 6% on top of salary paid into the QSA group personal pension, with a 2% staff contributory element.
8. QSA has a union recognition agreement with Unite although staff are welcome to join any trade union.