

Job Description
Research and Engagement Coordinator



Hours of work: Full Time (37.5 hrs)

Annual Leave: 30 days plus bank holidays FTE

Salary: Up to £25,000

Employed by: Involve Kent

Responsible to: Head of Partnerships and Innovations

Based: Hybrid. Remote work available with a minimum of 2 days per week at Involve Head Office, Turkey Mill

Purpose of the job

This role will be a central part of delivering Involve's research and engagement work, developing and leading new and existing projects and being an active member of the voluntary sector. The Engagement Coordinator will play a vital role in growing Involve's engagement work, supporting the Head of Partnerships and Innovation to develop an engagement strategy and lead on health-focused engagement projects in the community. You will seek opportunities to work in partnership with statutory bodies to deliver engagement work and keep abreast of current engagement activities. You will build and nurture strong relationships with the VCSE, maintaining a directory of services that maps voluntary sector provision across Kent. You will support organisations to develop their engagement skills and activities and recruit, train and manage a team of engagement volunteers. Additional support will be offered to the sector via the West Kent Health and Care Voluntary Sector Alliance, which you will provide administrative support for. You will explore innovative ways of using data to demonstrate the impact of the voluntary sector.

Key tasks and responsibilities

Engagement work and partnerships:

- Build and nurture relationships with key stakeholders including KMPT, Kent and Medway ICB and Health and Care Partnerships
- Have an awareness of engagement activities across Kent
- With Head of Partnerships and Innovation, develop an engagement strategy
- Attend events where appropriate
- Contribute to reporting and monitoring for engagement projects, writing reports where required
- Recruit, train and manage a team of engagement volunteers and ensure appropriate use of volunteers in engagement work
- Identify VCS organisations to be involved in engagement activities
- Recruit and manage service user voice participants to support Involve steering group

Voluntary Sector support:

- Work with the VCSE to populate and maintain an online directory of services
- Support West Kent Health and Care Voluntary Sector Alliance, booking venues, promoting events, developing agendas and other administrative support

Research:

- Analyse internal data, look at wider social trends and identify opportunities for innovation
- Support Senior Leadership Team by developing database of funding opportunities
- Other desk-based research where required
- Proactively manage your own health, wellbeing, and resilience

- Any other tasks appropriate within the role

To apply please email a CV to recruitment@involvekent.org.uk by Friday 5th July.

<u>Person Specification</u>	<u>Essential</u>	<u>Desirable</u>
Excellent communication skills, including the ability to engage with different audiences	X	
Confident in speaking with others, particularly underserved communities, and encouraging them to share their views	X	
Experience of working with the voluntary sector	X	
Ability to work flexibly and respond to changing priorities	X	
Confident, pro-active and able to work autonomously	X	
Confidence in conducting desk-based research and completing administrative tasks	X	
An eye for detail and experience of analysing qualitative and/or quantitative data	X	
Willingness to develop new skills and knowledge	X	
Commitment to equality, diversity, and inclusion	X	
Knowledge of basic Microsoft Office (Outlook, Excel, Word)	X	
Driving license and use of a car	X	
Experience of recruiting/managing volunteers		X
Experience of data analysis software		X