Community Resilience Coordinator

Job Level	Level 2b	Job Reference No:	
		Role review date:	October 2022
Directorate	UK Operations	Function	UK Resilience
Service	Community Resilience	Reports to:	Community Resilience Officer

Scale and scope of role

Direct reports	None	Indirect reports	None
Budget responsibility/ accountability	<£3,000	Accountable for other resources	None

In addition to formal line management, as described above, the role will also be informally supervised and directed by managers in other parts of the organisation. This will be explained on appointment and kept under review.

Context

We help anyone, anywhere in the UK and around the world to get the support they need if crisis strikes; connecting human kindness with human crisis.

We enable vulnerable people in the UK and abroad to prepare for and withstand emergencies in their own communities. And when the crisis is over. We help them to recover and move on with their lives.

We are part of the Red Cross and Red Crescent global humanitarian network.

Our Values and Principles

Our values (compassionate, courageous, inclusive and dynamic) underpin everything that we do. As a member of the Red Cross and Red Crescent Movement, the British Red Cross is committed to, and bound by, its fundamental principles: humanity, impartiality, neutrality, independence, voluntary service, unity and universality.

Diversity

At the British Red Cross, we are looking for the right people to help us provide support to millions of people affected by crisis. We want out team to reflect the diversity of the

communities we serve, offering equal opportunities to everyone regardless of age, disability, gender reassignment, marriage and civil partnerships, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.

Diversity is something we celebrate, and we want you to be able to bring your authentic self to the British Red Cross. We want you to feel that you are in an inclusive environment, and a great position to help us spread the power of kindness.

Purpose of the role

Support the running of the Community Resilience Hubs Programme in Northern Scotland, funded by SSEN. Your role will be to extend the network of Community Resilience Hubs into Northern Scotland and support the development and delivery of the wider hubs programme.

The main goal for your role will be to engage community sector organisations in Northern Scotland to increase their preparedness, enabling them to improve the coordination of their assets and needs. Liaising with local authorities and other emergency responders, you will support and advocate for the inclusion of communities in the emergency sector.

Main responsibilities

1. Community engagement and preparedness

- Establish trust and coordination with local authorities and voluntary sector partners

- Adopt approaches based on community engagement and community organising among voluntary sector organisations, faith groups and local organisations

- Utilising current Red Cross resources and co-production methods, develop and conduct bespoke workshops, training and exercises with community and voluntary sector networks and local community organisations

2. Recruitment of volunteers/advocates/supporting organisations

- Recruiting and coordinating local advocates and organisations supporting community resilience programme

- Providing support to advocates in completing onboarding and establishing their role

- Develop and maintain training tools that can be used for working with community groups.

- Support the development of scalable volunteer support and training packages that can be extended beyond the pilot stage

3. Community assets and unmet needs coordination

- Support the development of environmental scan/needs analysis across the area through interviews, group consultation and surveys

- Assist community groups to undertake social network analysis and assets and risk mapping exercises, to identify their vulnerability and capabilities and develop community led risk maps and assessments.

- Coordinate with internal BRC teams to analyse spatial data on risks and vulnerabilities, discovering patterns and trends
- Coordinate with internal BRC team to design digital maps based on community assets and needs data collected during participatory sessions and other local data sources.

4. Stakeholder engagement

- Conduct debriefs after training, workshops and exercises to identify and share learnings

5. Team Support

- Support the team in the development of a scalable approach to hubs delivery, through tools, guidance and resources
- Develop and contribute to regular newsletters, reports and programme updates for internal and external stakeholders
- Develop good practices to enhance the BRC approach to Community Resilience
- Design and conduct research activities using qualitative and quantitative approaches, participatory mapping, peer led approaches and co-production techniques.
- Support the evaluation of a community project adopting participatory approaches.

4. Team Member

- Actively participates in all team meetings
- Supports other team members
- Work and behaves in accordance with all BRC policies and procedures
- Upholds the fundamental principles of the Red Cross and acts with integrity, in accordance with the Society's values (inclusive, compassionate, courageous and dynamic).

Pre-engagement checks

Criminal Records

Type of criminal record checks required for this role

England and Wales – Disclosure and Barring Service (DBS)
None
Scotland
None
Northern Ireland

None

Person Specification

Requirements	Evidence obtained through Shortlisting (S), Interview (I), Assessment (A)		
Knowledge and Skills	**S**	**I**	**A**
Essential			
- Working knowledge and understanding of community engagement	x		
- Experienced in developing and running community engagement sessions	x		
- A demonstrable ability to engage and motivate people, with an awareness of the issues that may prevent engagement, and impact and motivation.	x		
- Demonstrable expertise and skills in empowering communities incl. the use of appropriate theories and approaches.	x		
- An understanding of approaches to involvement /participation /co-design in service design, delivery and evaluation.	x		
- Able to communicate effectively with people from a diverse range of backgrounds and experience.		x	
- A proven ability to work remotely	x		
- IT literate in Microsoft Office	x		
- Time management skills – ability to respond to and prioritise a range of competing demands	x		
Desirable			
- Ability to manage data produced through participatory mapping, peer led and co-production approaches.	x		
- Designing and coordinating exercises to test learnings with a variety of participants	x		
- Demonstrable skills in building user centred services and projects		x	
- Proficient in the use of data to support project evaluation / impact and insight.	x		

	S	I	A
- Ability to use mapping software for analysis and identifying patterns and trends and design digital maps	x		
- Ability to develop training for volunteers and staff		x	
Experience	**S**	**I**	**A**
Essential			
- Experience of developing, facilitating, coordinating workshops with local community organisations		x	
- Passionate about working with voluntary sector partners	x		
- Demonstrable experience using approaches based on community engagement and community organising	x		
Desirable			
- Work experience/Volunteering in the field of resilience and emergency planning		x	
- Demonstrable experience recruiting and coordinating local volunteers	x		
Additional requirements			
Essential		x	
Ensures inclusive practice, challenges discrimination and promotes diversity in line with our Equality, Diversity and Inclusion (EDI) policy.			
Desirable			
Values in Action			
Dynamic - We move forward as one team.	x	x	
- Every day, we're adapting, innovating and learning.			
- When the unexpected happens, we are calm, quick and efficient.			
- We respond smartly, using clear processes and systems.	x	x	
Compassionate - We stand for kindness.			
- People come first, no matter who or where they are.			
- We have genuine, open-minded conversations.			
- Together, we're a united force for good.	x	x	
Inclusive - We are open to all.			
- We treat each other with dignity and respect.			

- Every person's uniqueness is valued, supported and celebrated. - Our individual backgrounds and experiences make our organisation stronger. **Courageous** - We are bold. - We show our strength by doing the right thing. - We aren't scared to test our creative ideas. - As humanitarians, we go the extra mile to help people in crisis	**x**	**x**	

We guarantee an interview to disabled candidates (as defined in the 2010 Equality Act), who meet the minimum shortlisting criteria in the advertised person specification and apply under the disability confident scheme.