



The Aldeburgh Jubilee Hall (AJH) is a registered charity based in Suffolk. We are looking to recruit a Community Outreach Officer on a flexible, part-time basis who must be self-motivated, have the ability to work independently and possess a genuine passion for community engagement and social impact.

Job Summary:

- Responsible for developing and implementing programmes and initiatives at AJH to engage with and support various community organisations.
- To build positive relationships and promote community involvement at AJH.
- To act as a liaison between AJH and the community and facilitate positive social change.

Responsibilities:

- Coordinate events, workshops, and education campaigns to raise awareness, provide resources, foster community cohesion, and promote participation.
- Collaborate with community leaders, organisations, and stakeholders to identify priorities and develop strategies for community development.
- Assess the needs, concerns, and aspirations of the community through surveys, interviews, and research to inform programme development.
- Plan and coordinate events, workshops, educational sessions, and outreach activities that align with community needs and goals.
- Connect community members with relevant AJH resources and services to address their specific needs.
- Attend occasional evening and weekend fundraising/charity events as required.
- Serve as a bridge between AJH and the community, ensuring effective communication, information dissemination, and feedback mechanisms.
- Represent AJH's interests and advocating for the community's concerns and needs within AJH and in external forums.
- Assess the effectiveness and impact of community outreach programmes, collect feedback, and make adjustments as necessary.
- Maintain records, document outreach activities, and prepare reports to track progress, outcomes, and impact.
- Stay informed about community development practices, trends, relevant policies and seek opportunities to enhance skills and knowledge in community engagement.
- Attend occasional evening and weekend fundraising/charity events as required.

Key Skills:

The ideal candidate will have:

1. Excellent verbal and written communication skills to effectively engage with diverse community members, stakeholders, and organisations.
2. Strong interpersonal skills to establish trust, actively listen, and build positive relationships with individuals and groups from different backgrounds.
3. Ability to build and maintain relationships with community leaders, organizations, and stakeholders vital for successful community outreach.
4. Programme development and management experience, including needs assessment, planning, and implementation skills.
5. Strong problem-solving and critical thinking skills to identify community needs, develop innovative solutions and address challenges.
6. Understanding and appreciation of cultural diversities and different perspectives to adapt approach to meet the needs of various communities.
7. Ability to manage multiple projects and events, effectively prioritise and work efficiently and accurately under pressure.
8. Advocacy skills to represent the needs and interests of AJH in the community and external forums to influence decision-making processes.
9. Strong analytical skills to collect data and assess program effectiveness and outcomes along with the ability to report results, progress, and impact to stakeholders and board of trustees.
10. Flexibility and the ability to adapt to changing circumstances, diverse community dynamics, and unexpected challenges.

Job Title	Community Outreach Officer
Salary	£15,000
Reports to	The Hall Manager
Start date	September 2023
Contract	12 months
Hours	21 hours per week
Location	Aldeburgh, Suffolk

Excited but not sure you tick all the boxes? Research tells us that women, particularly, feel this way. So regardless of gender, why not apply? We are an inclusive, small team and want applications from people with diverse backgrounds.

To apply for this role please send your CV with a covering letter to Ann Barkway, Chair of Trustees, Aldeburgh Jubilee Hall, Crabbe Street, Aldeburgh, Suffolk IP15 5BN or by email to manager@aldeburghjubileehall.co.uk

Closing date for applications is Monday 24th July. Interviews are to be held in Aldeburgh on Tuesday 8th August.