



Our aim is that every older person in the city is an equal, valued, participating member of the community who can influence the decisions which affect their lives. We also aim to support the development of the Voice and Influence Partnership, so that all people, especially those with protected characteristics, are able to engage in consultation and feedback mechanisms

## Voice and Influence Engagement Worker

### Job Description

Job Title:	Voice & Influence Partnership Engagement Worker
Hours:	16 per week
Salary:	SCP 23 £21,268 - £22,658 pro rate (£9,068.80)
Based at:	Bristol Older People's Forum, 38 Victoria Street BS1 6BY
Accountable to:	Bristol Older People's Forum Voice and Influence Steering Group and Lead Partner
Responsible for:	Volunteers based at Bristol Older People's Forum

### **Aims of the post:**

To support the development and delivery of the Voice and Influence Partnership (VIP), supporting project activities, and working in close consultation with partners in the project.

To work to ensure membership and participation reflects the protected characteristics of the population of Bristol, and to support all actions to collect data on equalities and intersectionality.

### **Key Tasks:**

#### **1 Membership and Engagement**

1.1 Publicise the VIP to potential members using agreed publicity, through media and networks, and by representing the partnership at a range of activities and events.

1.2 Explain to members the purpose and aims of the project and the reasons for seeking their involvement in consultations.

1.3 Raise awareness of the Council's Public Sector Equality Duty and why resident's feedback is important.

1.4 Articulate the need to engage people with protected characteristics.

1.5 Actively recruit members to the project, using VIP membership forms and targeting groups identified in the project plan.

## **2 Events and activities**

2.1 Plan, design and deliver a range of activities and events which target under- represented groups to participate in VIP consultations in conjunction with BOPF Admin/Finance Officer

2.2 Undertake to achieve wide representation at events, taking into account people's interests, access needs and barriers to participation.

2.3 Involve members in the 7 key consultations; specifically engaging those who are unlikely to participate in electronic communication, increasing accessibility and targeting under-represented groups, in conjunction with BOPF Officer

2.4 Facilitate events in ways that encourage peer support and networking, including encouraging participants to become self-organising and to co-design or co-produce future events.

2.5 Signpost members onto other sources of support including advocacy services where appropriate.

## **3 Networking and influencing**

3.1 Work in conjunction with other project staff (using a shared calendar of events) to ensure attendance at a wide range of strategic partnerships, meetings and events, to raise awareness of the project and its findings.

3.2 Attend a range of events and networks to represent the VIP and report back on members opinions and project findings.

3.3 Represent the partnership by delivering presentations and reports when requested.

3.4 Ensure that the VIP Brand is represented at major City Events, for example cultural festivals, debates, social activities and demonstrations.

3.5 To record data on attendance and activity to demonstrate reach and presence.

## **4 Communication**

4.1 To work with VIP Admin and Communications Worker to generate content for project media activity, including broadcast, print and social media, and the BOPF Officer for the BOPF newsletter

4.2 To enlist other speakers and contributors to also support the VIP Comms Plan and to raise interest in and awareness of the project aims.

4.3 To disseminate key project messages to the membership of the host organisation with the aid of the BOPF Officer.

4.4 To recruit and support volunteers to participate in Citizen Journalism training (provided by TCF/Ujima) who can research and report on issues in their neighbourhood, community of interest or across the city.

4.5 To assist in communicating with members on the 7 key consultations.

## **5 Supporting volunteers**

5.1 To publicise volunteer opportunities to members of VIP.

5.2 To recruit, train and support volunteers to become involved.

5.3 To ensure volunteers are apprised of and encouraged to help deliver project events and activities.

## **6 Monitoring and Reporting**

6.1 Assess impact through gathering qualitative information from members (testimonies and case studies) and assisting TCF with collection of quantitative information.

6.2 Gauge and report back on any unmet need, emerging issues and trends and other intelligence of value to BCC and the VIP.

6.3 Collate the results and outcomes of events for reports to Project Steering Group and Funders.

6.4 Disseminate outcomes and reports from events to participants in accessible formats.

## **7. General**

7.1 To work cooperatively in partnership with staff from other VIP member organisations and with the BOPF Officer.

7.2 Participate in steering group meetings (every 6-8 weeks).

7.3 Keep up to date with national or local emerging data and research within the host organisation's area of expertise and feed this information into the project planning process to inform local plans and developments.

7.4 To be a proactive and positive ambassador for the VIP Project.

7.5 To report any problems with performance as soon as possible.

Person Specification  
Voice and Influence Project Engagement Worker

Essential Criteria		
Experience	1	At least two years' experience of working on equalities projects, policy, or in equalities -led organisations, especially those dealing with older people.
	2	A minimum of 2 years' experience of project work, involving engagement of local people
	3	Experience of activity and event planning and co-ordination, and monitoring and evaluation of outputs and outcomes
	4	Significant experience of engagement and consultation work including direct marketing, face to face and group events.
	5	Significant experience of outreach work with equalities groups
	6	Significant experience of the accessible information standards, plain English and producing resources that are accessible to different communities
	7	Working in partnership in a multi-agency setting on service planning and delivery
	8	Experience of planning, organising, publicising, facilitating and presenting at meetings, conferences and workshops
	9	Monitoring and evaluation of services and report writing
	10	Implementing office and administrative systems
	11	Providing and disseminating information which is accessible to a wide range of users, including the implementation of accessible information
Skills	12	Excellent IT skills including word processing, E-mail, excel spreadsheets, use of databases and social media
	13	A high level of organisational planning and prioritisation skills, including an ability to work to deadlines, manage own workload and use initiative to generate new work streams
	14	Ability to work effectively both as part of a team and on own initiative within service boundaries and to ensure that staff do this as well
	15	Excellent verbal and written communication skills, including one to one engagement, and sourcing, writing, producing and designing written and electronic material
	16	Ability to represent the Voice and Influence Project and local opinion, using communication and negotiation skills to ensure impact

Knowledge/ Training/ Qualifications	17	Knowledge of equalities issues affecting Bristol, public involvement initiatives and achieving diversity of involvement in consultation and engagement
	18	Understanding of how to engage under represented or marginalised groups in consultation and feedback mechanisms
	19	Project planning and evaluation techniques
Equal Opportunities	20	Strong commitment to equal opportunities and anti-discriminatory practice, and experience of implementing this in your own work and service delivery
Personal	21	Flexibility to meet the demands of the post including occasional evening and weekend work
	22	Efficient and effective travel across the Bristol area will be a regular part of this post