



Role Description – SRG/Community Ambassadors

Employer:	Self-employed, freelance contract.
Duration of Role:	Part-time, fixed term contract commencing Summer 2019 and finishing by 31 st March 2022.
Hours:	This post offers, and expects, variety and flexibility of hours which can accommodate the three post-holders' individual preferences for day/evening/weekend/school holiday working.
Fee:	£10 per hour (including supervision & training)
Location:	Leeds, working in East Leeds
Responsible to:	Line managed by Trust Leeds' Chief Executive.

KEY PURPOSE

Three locally-appointed Self-Reliant Group Ambassadors will encourage the engagement of people in East Leeds neighbourhoods and promote SRG membership through their personal stories and experiences.

You will be working in East Leeds and costs of bus fares/fuel will be met.

KEY RELATIONSHIPS

- Monthly meetings for supervision, planning and support from CLLD Project SRG Manager (Liza Kellett, Trust Leeds' Chief Executive).
- Host Partners' staff teams and volunteers (at SHINE, LS14 Trust, Emmaus Leeds, the Old Fire Station, and Space2)
- Stakeholders and community organisations, clubs and groups operating in East Leeds and whose work benefits the targeted residents of East Leeds.

REQUIRED SKILLS & EXPERIENCES

Post-holders must have experience of community participation, engagement, support, or encouragement (for example, volunteers in the Leeds Parent Champions programme or SRG members).

Familiar with social media and able to pick up basic skills on several platforms including Facebook, Instagram and Twitter.

Willingness to undertake training and learning, and to participate in supervision meetings and activities.

Personable, friendly, and approachable, SRG Ambassadors must be able to get on with people, have good basic administration and be well organised.

Willingness to use own or other people's stories/SRG member testimonials and experiences, to increase understanding of the commitments and benefits of SRG membership, and to help start new groups.

KEY RESPONSIBILITIES

- To spread the word about SRG membership and how it can benefit people and communities in East Leeds, resulting in new SRG members and groups.
- To chat/make presentations/hold informal group discussions and attend community meetings and project events.
- To be (or have the potential to grow into) a community leader or role models.
- To support the project evaluation (eg handing out questionnaires and encouraging engagement with surveys, helping people to feel comfortable in giving feedback and taking informal notes).
- Wherever possible to attend all project activities, events, training and evaluation sessions.

OTHER

- The **deadline for applications is 5pm on 13th September 2019** (by e-mail or post).
- We propose to **interview short-listed candidates on 18th September** (please let us know in your application if you're not free on this date).
- All staff, Trustees and volunteers must work by the **Trust Leeds values** which are: ethical, energising, nurturing, aspiring, hard-working, sharing, collaborating.