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**Job Description/Person specification**

**Our Voices: In reach and Engagement Coordinator**

**Job Title:** In reach and Engagement Coordinator (Our Voices Project)

**Grade:** NJC SCP 20 currently £31,285 p.a. inclusive of Inner London Weighting. Based on 28hrs, this is currently £25,028 p.a. (Inc ILW)

**Hours:** Part-time, 28 hrs per week (may include some evenings and weekends)

**Accountable to:** Operations Director – Mental Health Support Services

**Location:** Open House, London E3 4DA, as well as across Newham, Tower Hamlets, and Redbridge

**Contract Term:** 18 months from June 2022 until November 2023 (Possible Extension subject to funding)

We are excited to be recruiting for an In-Reach and Engagement Coordinator, who has a passion for and experience of working with people with mental health issues from communities that are racialised and experience significant stigma and barriers in accessing mental health service. Our staff are committed towards and support our values which are: Together, Unstoppable, Independent, Openness and Responsive.

We are looking for someone who can:

* Ensure that our clients are at the heart of everything we do.
* Work positively and collaboratively with stakeholders, including local people, communities, organisations and faith centres.
* Has strong interpersonal skills to enable them to Listen, Learn and Lead
* Commitment to the delivery of high-quality mental health services
* Has excellent organisational and communication skills
* Have a ‘can do’ attitude with a hands approach with dedication and commitment
* The ability to set up workshops that are equitable and accessible to the diverse communities in Tower Hamlets, Newham and Redbridge.

This role is suitable for someone who is passionate about delivering mental health services that are at the heart of communities and who manages with kindness and compassion.

The benefits of working for the organisation include 30 days annual leave, rising to 35 days after 5 years of service, training and development opportunities, good Company Pension Scheme, Death in Service Benefit and an Employee Assistance Programme

The post is subject to an enhanced Disclosure and Barring Service check.

We particularly welcome applications from Black and Minority Ethnic Women

**Closing date:** 12noon, Tuesday 22nd November 2022

**Interview date:** Friday 25th November 2022