The Dalgarno Trust is a community centre based in the top north-west section of the Royal Borough of Kensington & Chelsea serving North Kensington residents and the wider community.

We are the only community centre in this area, providing a range of services offering weekly activities, projects, and programmes that promote health, wellbeing, training, education, and inclusion for all ages.

We work in partnership with multiple voluntary and statutory providers including the Royal Borough of Kensington and Chelsea, health, information and advice services. We deliver core services and an extensive youth programme.

Community Champions Project Manager

Terms and Conditions

Job title: Community Champions Project Manager

Location: Dalgarno Trust community centre will be your main office location, but you will be required to attend meetings or events at other locations from time to time.

Hours: 28 hours per week. Working hours to be agreed. The ability to work occasional evenings and weekends is required.

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Contract Term: 31 August 2025 (with potential for extension depending on funding renewal)

Reporting to: Chief Executive

Salary: £25,000 per year for a 28-hour week

Job Description

This description is not definitive. The Dalgarno Trust, in consultation with the post holder, may vary the list of tasks and duties to meet the needs of the job.

* Recruit and coordinate Community/Maternity Champions volunteers to promote local health and wellbeing.
* Create engaging opportunities around local and national health campaigns for volunteer outreach in order to engage hard-to-reach communities
* Manage project delivery including community research, events, regular activities and public health campaigns
* Manage the work of the Community Champions Support Worker (working 16 hrs per week) and conduct regular supervision.
* Manage the work of the Community Champions Apprentice (working 30 hrs per week) and conduct regular supervision.
* Effectively manage and monitor project expenditure.
* Work with partner organisations to maximise the impact of Community/Maternity Champions and foster good working relationships between volunteers and local organisations
* Capture case studies and news and publicise to residents and stakeholders via the Community/Maternity Champions and the Dalgarno Trust website, newsletter and other social media outlets (Twitter, Facebook, Instagram, Next Door)
* Capture and record outputs on the online monitoring database and complete quarterly monitoring reports to the bi-borough Public Health Department
* Ensure that there is a diverse and equitable access to volunteering opportunities
* Liaise with GP surgeries and health and social care providers located in and/or serving the Dalgarno Ward residents to develop a thorough understanding of their services and create referral and access pathways
* Effectively manage and offer ongoing support and supervision to Community/Maternity Champions volunteers to include: regular supervision meetings and appraisals with volunteers; source & deliver continuous professional development, to enable them to undertake community research, signpost members of the community to appropriate services and support a range of volunteer-run activities e.g. information sessions and specialist training workshops on health and wellbeing themes designed to inform and build upon the knowledge of volunteers
* Ensure all staff and volunteers adhere to Dalgarno Trust’s policies and procedures.
* Undertake any other duties as directed.
* Be willing and able to work occasional evenings and weekends

Background information on the Community Champions programme

Community Champions are local people who volunteer their time to connect local communities and residents with local services. The Champions have success because they know and understand the culture and language of local communities and can tune into the communities’ needs and aspirations. The Dalgarno Community Champions project focuses on reaching residents living in the five social housing estates known as the Dalgarno Wedge.

The Champions reach out to the community in different ways from meeting people on the streets, knocking on doors and engaging people through various events and networks. Talking to residents regularly provides a rich insight into identifying challenges and learning what people need to influence commissioners, other professionals, and decision makers. The Champions also support residents in making informed choices about a range of issues linked to their health and wellbeing. Through the programme the Champions are supported in gaining vital skills, training, and experience to progress them in their own professional development.

**Other Information**

Performance targets will be planned and agreed each year with the line manager, and these will be monitored at regular supervision meetings. Regular feedback will be provided by the line manager with opportunities to discuss any challenges, including personal and team matters.

This post requires an Enhanced DBS check, to be carried out by Dalgarno Trust. The post holder will be expected to comply with the Trust’s policies and procedures at all times. These include, but are not limited to safeguarding, equal opportunities, confidentiality, data protection and health and safety.

The key tasks listed above are only an indication of the main tasks required to be performed. It is not an exhaustive list of duties and responsibilities and may be subject to amendment to take account of changing circumstances. Any changes will be made following discussion with the post holder.

Person Specification

The Person Specification states the minimum knowledge, skills and experience required to carry out the job and is used for both short listing candidates for interview and to identify the areas to explore in an interview. Please show examples of how you meet the criteria in your supporting statement.

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| **Criteria Essential/Desirable** | |
| **Education and training** | |
| Good level of education to GCSE or above | **Essential** |
| Evidence of continuous professional development | **Essential** |
| **Knowledge** | |
| Knowledge of multi‐racial inner-city environments | **Essential** |
| Knowledge of health and social care issues | **Essential** |
| Knowledge of community engagement and empowerment processes and outreach methods | **Essential** |
| Understanding of the challenges facing deprived inner-city communities | **Essential** |
| Knowledge and understanding of the concept of confidentiality, information sharing and able to work effectively within relevant policies | **Essential** |
| **Skills & Abilities** | |
| Excellent organisational and administrative skills | **Essential** |
| Experience of delivering projects and managing small budgets | **Essential** |
| Manage time and resources and work under minimal supervision | **Essential** |
| Experience and competency in using standard IT packages, including Word, Excel, PowerPoint, Email and database input | **Essential** |
| Competency in basic social media including Twitter and Facebook | **Essential** |
| Ability to work collaboratively with colleagues, organisations and a wide variety of people | **Essential** |
| Excellent interpersonal skills and ability to deal with and resolve conflict situations | **Essential** |
| Excellent written and verbal communication skills including competence in English and the ability to produce a variety of documents | **Essential** |
| Experience of producing project monitoring reports | **Desirable** |
| **Experience** | |
| Experience of dealing with vulnerable adults | **Desirable** |
| Experience of managing and coordinating/supervising volunteers | **Essential** |
| Experience of community work development/health promotion | **Essential** |
| Experience of working around health and/or social care issues | **Desirable** |
| Experience of working with diverse groups of people | **Essential** |
| Experience of facilitating/working with groups | **Desirable** |
| Experience of partnership working with public and voluntary sector organisations | **Desirable** |
| Experience of processes and procedures for recruiting, managing and developing volunteers | **Essential** |
| Experience of processes for organising and disseminating information to and from a) residents, b) services, c) community groups | **Essential** |
| **Other Requirements** | |
| Committed to the principles of equal opportunities and diversity | **Essential** |
| Highly motivated and driven by positive values, ability to motivate others | **Essential** |
| Resilient: stays focused, works to deadlines, works well under pressure | **Essential** |