

Job description

Job title

Community Engagement Officer

Hours

37.5 hours per week, 41 weeks per year (term time)

Contract

Permanent

Role profile and grade

OS30

Salary

£XXX

Location

Bridge College, Openshaw, Manchester

Reports to

Senior Leadership Team

Type of DBS required

Full enhanced (We will apply for this on your behalf.)

Job purpose

The Community Education Officer will play a crucial role in developing and maintaining strong links between Bridge College, local businesses, and the local community. The purpose of this role is to identify and develop offsite community project opportunities that allow students to engage in meaningful experiences, build life skills, and prepare for adulthood. The officer will work collaboratively with students, staff, and external partners to create enriching projects that support students' independence, confidence, and employability skills. Additionally, the officer will contribute to careers education by working closely with job coaches to secure work experience opportunities. They will also take an active role in marketing and branding the college within the local community and building

relationships with large corporate organisations to seek funding, donations, and new student opportunities.

Nature of the post

Bridge College is the Together Trust's specialist education college for students aged 16 to 25 years with disabilities, complex needs and autism. Bridge College promotes a multidisciplinary approach to learning and has expertise in supporting students with a wide range of needs.

The post holder will be based in Openshaw.

Key responsibilities

- Identify and establish partnerships with local businesses, charities, and community organisations to create opportunities for student participation in offsite projects.
- Develop and coordinate a range of community-based projects tailored to students' individual needs and aspirations.
- Work closely with teaching staff and support teams to ensure projects align with students' learning goals and developmental needs.
- Organise and facilitate meetings, visits, and networking events to promote community collaboration.
- Ensure that all community projects are accessible, inclusive, and provide a safe environment for students.
- Support students in engaging with community projects, acting as a mentor and guide throughout their experiences.
- Monitor and evaluate the impact of community engagement projects, collecting feedback from students, staff, and external partners.
- Advocate for the benefits of community engagement and life skills development within the college and wider community.
- Keep up to date with best practices in community education and liaise with similar organisations to enhance opportunities for students.

- Support with funding applications and proposals to secure additional resources for community projects.
- Work closely with job coaches to identify and secure meaningful work experience opportunities for students.
- Develop and implement strategies to market and brand the college within the local community, enhancing its reputation and visibility.
- Build links with large corporate organisations to establish long-term partnerships that benefit the college and its students.
- Seek opportunities for organisations to donate resources, funding, or expertise to support college initiatives.
- Ensure travel arrangements are planned for all offsite events and that all activities are risk assessed.
- Lead group projects offsite, ensuring student engagement and safety.
- Provide line management for facilitators and technicians, overseeing their roles in community projects and engagement activities.
- Work with the Supported Internship team to look at placements and promotion.
- Actively involve the Trust in promotion and work placements.

Other responsibilities

- Actively engage with the Together Trust's vision, mission and values
- Commit to promoting equality, diversity and inclusion

Additional information

This Job Description is not exhaustive, and the post holder may be required to undertake other appropriate duties and responsibilities as required.

Together Trust is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment. All staff and volunteers must be responsible and accountable for their safeguarding practice and proactive in identifying and reporting safeguarding concerns.

Person specification

- Experience in community engagement, education, or partnership development.
- Strong networking and relationship-building skills.
- Excellent communication and organisational abilities.
- A passion for supporting young people with additional needs to develop life skills and prepare for adulthood.
- Ability to work independently and as part of a team.
- Knowledge of safeguarding policies and procedures.
- Proficiency in IT and administrative tasks.
- A full, clean driving licence and willingness to travel locally.
- Experience working within a specialist education setting.
- Understanding of employability and independent living skills for young people with additional needs.
- Knowledge of funding streams and grant applications.

You will need demonstrate the extent that you have the necessary requirements for this role. Please use examples in your application how you match the criteria in the person specification and your experience of the responsibilities outlined for the role.

	Essential	Desirable
Educations, qualifications and training	<p>Level 4 or 5 qualification or above in a relevant discipline.</p> <p>Demonstrate high standards in English, Maths and IT.</p>	<p>Specialised qualification(s) in learning disabilities and/or autism.</p> <p>Training in Systematic Instruction or willing to undertake training.</p> <p>Training in managing disabilities and medical conditions associated with students with learning disabilities/autism.</p> <p>MIDAS trained or willingness to undertake within first year of employment.</p> <p>Qualified in Work Experience Placement Risk Assessment (IOSH) or agree to work towards a IOSH qualification within 12 months of commencement.</p> <p>Training in Makaton or other forms of sign language</p>
Experience	<p>Experience of working with and teaching young people with learning difficulties and disabilities.</p> <p>Experience of the challenges SEN provisions face in working with employers from commercial settings.</p> <p>Experience of working with a range of partners and employers.</p>	<p>Experience of further and specialist education quality systems.</p> <p>Experience in marketing and PR</p> <p>Experience of find and developing funding streams to enhance provision.</p> <p>Experience of running a small business and understanding profit and loss and business planning.</p>

	<p>Experience in community engagement, education, or partnership development.</p> <p>Experience of building Strong networks and relationship-building skills.</p> <p>Experience of small project management or running projects to completion.</p> <p>Experience of supporting young people with additional needs to develop life skills and prepare for adulthood and experience of working within a specialist education setting.</p> <p>Experience of working independently and as part of a team.</p> <p>Knowledge of safeguarding policies and procedures.</p> <p>Experience and understanding of employability and independent living skills for young people with additional needs.</p> <p>Experience and Knowledge of funding streams and grant applications.</p> <p>Experience of risk assessment and task analysis.</p> <p>Experience of working as part of a multi-disciplinary team.</p>	
<p>Knowledge and understanding</p>	<p>Knowledge and understanding of learning programmes.</p>	<p>Knowledge of TEACCH, SCIPr and Intensive Interaction Practices.</p>

	<p>Knowledge and understanding of being a 'Disability Confident' provider.</p> <p>Knowledge of working with outside agencies to enhance provision.</p>	
<p>Skills</p>	<p>Capacity to adapt to changes within role and in character of student cohort.</p> <p>Positive attitude to trying new approaches.</p> <p>Excellent communication, literacy and numeracy skills.</p> <p>Excellent team work and organisational abilities.</p> <p>Ability to meet deadlines, at times under pressure. Ability to think for yourself and push for high standards and partnerships.</p> <p>A commitment to the ethos, policies and practices of Bridge College and Together Trust.</p> <p>A strong commitment to working co-operatively with a multi disciplinary team.</p> <p>Ability to use IT innovatively in a range of context.</p> <p>Ability to meet the challenges of working with young people whose needs are complex.</p>	

	Full commitment to continuous professional development.	
Other	<p>Ability to work evenings and/or weekends if required by the employer to meet the learners job role.</p> <p>Ability to commit to evening meetings, value added recreational and residential activities, parents evenings and open evenings which may be outside normal college hours.</p> <p>Ability to work in the community when needed at different times to build and develop relationships</p> <p>Full and clean driving licence, including business use insurance on own vehicle.</p>	

Applications are welcome from all regardless of age, disability, marriage or civil partnership, pregnancy or maternity, religion or belief, race, sex, sexual orientation, trans status or socio-economic background. We are committed to making reasonable adjustments for disabled people. We positively encourage applications from those with lived experience.

