



VACANCIES

Faith Communities Engagement Officer (x2 posts) on a sessional basis, fixed term contract for 12 months, £16.00 per hour

Cancer and Faith Project

The Leicester Council of Faiths (LCOF) has received funding from Macmillan Cancer Support to engage with Leicester and Leicestershire's faith communities, to explore the issues around cancer and faith. We are looking for two experienced community engagement officers, to work with us on delivering this exciting project.

Formed in 1986 the LCOF has become widely recognised as a key player in establishing, maintaining, and promoting interfaith activity across Leicester's diverse faiths. Our current membership includes representatives from the Bahai, Buddhist, Christian, Hindu, Jain, Muslim, Pagan and Sikh communities. We work alongside other groups and organisations that encourage tolerance, mutual respect, community cohesion and a world-embracing vision. You can find out more about us on our website at: www.lcof.org.uk

Job Description

- Actively engage with all of Leicester's faith communities.
- Plan, develop, promote, and deliver engagement events and activities with Leicester's faith communities on cancer and faith.
- Gather and collate feedback from Leicester's faith communities on cancer and faith issues.
- Support the development and delivery of the LCOF Cancer and Faith Network.
- Produce written articles about project activities for the LCOF Cancer and Faith Network.
- Update LCOF social media and website with information relating to the Cancer and Faith project.
- Maintain confidentiality and observance of Data Protection and Safeguarding legislation and guidance.

Person Specification

Essential Requirements

1. Able to communicate or speak a community language i.e., Punjabi, Hindi, Gujarati etc.
2. Excellent communication skills and cultural awareness of Leicester's communities.
3. Knowledge and awareness of Leicester and Leicestershire's faith communities.
4. Experience of developing and delivering community engagement activities and programmes.
5. Able to work effectively with minimal supervision.
6. Experience of creating and uploading content onto social media and communication platforms (i.e., Facebook, Twitter, Mail Chimp, WordPress)
7. Excellent standard of written English.
8. Experience of producing written copy for newsletters and social media.
9. Able to work evenings, weekends as required, to deliver engagement events with Leicester and Leicestershire's faith communities.
10. Experience of using Microsoft packages (i.e., Word, Excel, Outlook, PowerPoint).
11. Able to drive with access to car/vehicle.

Particulars

Duration: 12-month fixed term contract.

Hours: Flexible to a maximum of 84 hours (per post) over the duration of the 12-month fixed term contract.

Location: home based and travel to locations across Leicester and Leicestershire to deliver engagement activities.

Salary: £16.00 per hour

Equipment Provided: Laptop and mobile phone.

Application Information

Please email your CV and covering letter (maximum of 2 pages) outlining the skills and experience you have that meet the job description and person specification above to info@leicestercounciloffaiths.org.uk

Closing date: Sunday 17th September 2023

Interview Date: Tuesday 26th September 2023 in Leicester (face to face)

Start Date: To be mutually agreed, ideally immediate start.