



Job Description Community Engagement Officer

Accountable to:	Head of Finance and Operations
Direct Reports:	n/a
Place of Work:	West Heath School, Sevenoaks, TN13 1SR
Hours of Work:	15 hours per week/ 52 weeks per year

The School:

West Heath School is a challenging place to work, but our dedicated staff rebuild lives through education. Teaching respect, encouraging responsibility, building relationships and developing resilience in our students is an integral part of the role. Our committed, dynamic and resourceful staff find the work rewarding.

We are currently on an exciting journey to be registered as a therapeutic community and welcome staff who follow this ethos.

Main Purpose of the role:

The Community Engagement Officer empowers the local and school community by identifying specific needs, fostering strategic partnerships, and delivering projects designed to utilise and develop our facilities and improve the quality of life for all stakeholders.

The role focuses on social, physical, and economic capacity building. This is achieved by actively engaging residents and voluntary organisations to ensure local voices are heard and that community members are encouraged to participate.

Central to the position is the ability to secure funding, manage project budgets, and provide support to community groups to ensure long-term sustainability and resilience. All duties are performed in alignment with the school's mission of "Rebuilding lives through education."

Main Duties and Responsibilities

- Assessing community needs and conducting consultations to ensure local perspectives inform development.
- Planning, executing, and evaluating initiatives, such as facility upgrades and social programmes.



- Developing and promoting the use of school facilities to external community groups and hirers to maximise social impact and income.
- Representing the school at local authority or voluntary sector forums to build strategic relationships and influence local provision.
- Supporting local groups with advice, training, and resources to build organisational capacity.
- Building and sustaining relationships between residents, voluntary organisations, and public sector bodies.
- Identifying funding opportunities, writing grant applications, and managing project budgets and contracts.
- Delivering organisational strategies related to welfare, equality, and safety.

Safeguarding

- To undertake relevant Safeguarding training linked to the post and update as required.
- To ensure that you are aware of Safeguarding practices and policies and understand the escalation processes.
- Ensure that Safeguarding practice and policies are at the forefront of your practice with regard to the current guidelines from Keeping Children Safe in Education.
- Promote best practice safeguarding in all interactions with students.

Health and Safety

- Always working safely and hygienically within Health and Safety and Safeguarding Guidelines and Policies.

Partnership Working:

- Sustain and develop positive working partnerships with all areas of the School.
- Implement/monitor and contribute to joint initiatives as required.
- To create and develop links between the department and wider school community.
- Celebrate and share success with students, colleagues and parents/carers.

Equality and Diversity:

- Ensure equality in the workplace regardless of race, age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex, sexual orientation.
- Support people to express their individuality and uniqueness in all areas of life.



General:

- To act as an ambassador for West Heath School representing the school where necessary at Events and Meetings.
- To undertake ongoing continued professional development.
- To uphold the values and ethos of the school.
- To undertake such duties and responsibilities reasonably consistent with the role as may be required from time to time by the line manager and/ or SMT.
- Follow West Heath School Policy and Procedures, paying particular attention to Safeguarding, Confidentiality & Health and Safety.
- To attend regular supervision sessions with Line Manager.
- Attend team meetings as required.
- Undertake any relevant training as identified.
- Ensure that professional standards are always met.



PERSON SPECIFICATION: Community Engagement Officer

The successful candidate will be strong, forward thinking and inspirational. They will demonstrate commitment to the school's values and ethos, and have the robustness, unwavering enthusiasm and tenacity to meet the needs of this demanding post.

Requirement	Essential	Desirable
1. Qualifications	<ul style="list-style-type: none"> English and Maths GCSE Grade 4 or above (or equivalent). 	<ul style="list-style-type: none"> Degree in Community Development, Social Sciences, or a related field.
2. Experience	<ul style="list-style-type: none"> Experience in community work, the voluntary sector, or social projects; Experience managing budgets. 	<ul style="list-style-type: none"> Experience working within a school or SEN environment. Volunteer management
3. Knowledge and skills	<ul style="list-style-type: none"> Understanding of community development principles IT literacy strong interpersonal and facilitation skills Budget management Project Management 	<ul style="list-style-type: none"> Attachment Aware and Trauma Informed Education/ Therapy models.
4. Competence	<ul style="list-style-type: none"> Ability to lead improvements, work independently, and solve problems through collaborative solutions. Ability to be flexible and work collaboratively Ability to engage people Proven reliability and attention to detail in a demanding environment 	
5. Personal Qualities	<ul style="list-style-type: none"> High standards of integrity and approachability Resilience Ability to work in a way which reflects the Schools values/ ethos Working practice which encompasses equal opportunities Willingness to address challenging issues with clarity of purpose and diplomacy 	



	<ul style="list-style-type: none"> • Ability to work under pressure and deal effectively with emerging situations 	
6. Other	<ul style="list-style-type: none"> • Personal development - a strong interest in and commitment to continuous personal learning and development • Enhanced DBS • Commitment to Safeguarding • Full Driving Licence 	

Note:

This Job Description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify reconsideration of the salary for the post.

West Heath School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.