

**Redbridge Equalities and Community Council
Job Description**

Job Title: Reaching Communities Project Officer

Responsible to: the Trustees, with day-to-day responsibility to a nominated Trustee

Purpose of Job:

1. To develop and deliver the “Reaching Communities Project”
2. To work directly with communities to share and develop commonalities and address tensions
3. To work with statutory and voluntary sector organisations to develop networks and shared approaches to community cohesion
4. To encourage members of the community locally to engage with the community initiatives developed under the project

Working with statutory and voluntary organisations locally to:

- promote equality of opportunity
- prevent discrimination, victimisation and hate crime
- promote positive relations between communities and individuals
- ensure that statutory organisations meet their duties under the Equality Act 2010

Key tasks

1. To develop and deliver the “Reaching Communities project
2. To set up and develop networks
3. To develop agreed approaches to community cohesion
4. To encourage community members to engage in building cohesive communities
5. To contribute, with colleagues to the development by the Trustees of RECC’s long term strategy and the Action Plan supporting it.
6. To work with the Trustees to plan, develop and obtain funding for initiatives to
 - a. develop cohesion across Redbridge’s diverse communities and specifically in the areas identified by the project.
 - b. address hate crime and discrimination and support their victims
 - c. engage the local community in helping to prevent and reduce hate crime

To promote and support positive relations and community cohesion, working with Councillors and Council officers, local residents, community organisations and others as appropriate.

7. To bring together organisations and individuals committed to promoting equalities and human rights to identify issues of concern, work to address those issues and hold those responsible to account, and to provide a focus for community cohesion, engagement and consultation.
8. To increase awareness of hate crime and its causes and how to report and discourage it, and to support hate crime victims both individually and by maintaining RECC's mutual support groups for victims of hate crime and volunteer Community Witness and Support Team, and maintain relevant records.
9. To liaise with other agencies working on hate crime in the borough, including via the multi-agency Hate Crime Working Group, and to work with related organisations in neighbouring boroughs through "Community Against Hate Crime".
10. To ensure that RECC has in place the policies, procedures and records it needs to perform safely and effectively, to enable staff to report its performance accurately to funders and the Trustees as required, and, jointly with the Outreach and Advice Coordinator, to meet the AQS Standard.
11. The jobholder may be required to perform other relevant duties and to work unsocial hours on occasions.

August 2021