

## Community Engagement Lead

**F/T (35 hours) 5 days a week including 1-2 Sundays/month (with a day off during the week when working on Sunday)**

**Place of work: Kalayaan Offices. This is an office-based job.**

**Objective:** To manage and facilitate the Community Engagement project at Kalayaan.

**Contract:** 2-year fixed term (with extension depending on funding)

**Salary:** £34-36K depending on experience

### Overview

Kalayaan is a small London based charity which works to provide practical advice and support to migrant domestic workers in the UK to improve and to help them access their rights. Alongside offering advice and support, Kalayaan draws on this experience to produce data, evidence and briefings to inform policy and advocate for improvements in policy and the rights of migrant domestic workers.

There is an exciting opportunity to lead and shape the Community Engagement project at Kalayaan, creating a diverse programme of events for service users. You will be part of a passionate and dedicated team committed to improving the rights of migrant domestic workers.

### The Role

We are seeking a dynamic, creative and resourceful person to lead, manage and facilitate community engagement events, campaigns, webinars and workshops. You will be a self-starter with the initiative and drive to continue an impactful schedule of events focused on delivering value and support to service users. The right candidate will bring a combination of strong organizational and project management skills, creativity and initiative, along with excellent communication skills to build strong relationships with service users, the local community and key stakeholders.

### Key Responsibilities

You will be responsible for the planning, management and delivery of information workshops and webinars, coordinating and facilitating the campaign group and community building events and providing training and public speaking opportunities for service users. Specifically, you will:

- Facilitating the service-user Campaigning Group which meets every other Sunday whilst projects are ongoing. This involves Project planning and session planning and delivery. It also involves administrative responsibilities including advertising the sessions, ensuring service users are reimbursed for travel expenses and keeping accurate records of attendees. (Recent Project examples include 'Campaigning Zine' and 'Political Participation and Podcasting'.)
- Developing a Community Leaders pathway and mid-term plan for the Campaigning Group to transition into being led by experts by experience (members with lived experience of being a migrant domestic worker in the UK and, where relevant, modern slavery and trafficking).
- Continuing to build upon work to media-train members of the Campaigning Group and

help provide and navigate speaking and media opportunities.

- Planning and implementing a programme of events and workshops with the aim of increasing service users' awareness of how to access support in areas affecting their lives and/or developing skills to assist them with their lives here. This also involves producing accompanying resources, in translation where possible. (Recent examples include Access to Healthcare, Self-Advocacy and Maternity Rights workshops.)
- Recruiting, interviewing and supervising volunteers that can help increase Kalayaan's capacity in different areas of our work. This also involves liaising with the staff team to delegate relevant work to the volunteer team and scheduling volunteer support where needed for events.
- Strengthening communications structures needed to further the aims of the Community Engagement project. This may include building up mailing lists in GDPR compliant ways; developing a 'supporter' mailing list and Quarterly newsletter; producing and sending out newsletters for service users; and keeping Kalayaan social media accounts updated with Community Engagement news. It may also involve identifying any alternative communications structures that might enhance the aims of the project, e.g. WhatsApp Broadcasting.
- Setting up Monitoring and Evaluation systems, such as designing and delivering surveys, questionnaires and Focus Groups for the purpose of gathering feedback relating to the Community Engagement Project.
- Produce yearly reports to Project funders and quarterly reports to Kalayaan Trustees, or whenever required.
- Assistance in the planning and provision of resources with improved accessibility for service users.
- Support with creative solutions to access barriers experienced by participants of community engagement project events.
- Helping service users to access approved resources and opportunities offered by external organisations with the aim of improving their wellbeing and livelihood.
- Providing service users with Foodbank vouchers and Databank SIM cards.
- Accurately recording data relating to the Community Engagement Project and filing expenses relating to the project budget.
- Identifying/anticipating any community needs and devising solutions to these as they arise wherever they are in scope of the Project.
- Building up strong relationships with surrounding charities, Local Authorities and relevant organisations to further collaborative and coalition-building work.
- Any other work identified as furthering the aims of the project.

## Skills/job-related requirements:

### Essential

- Experience of working with vulnerable adults.
- Experience of working with migrants of different immigration statuses.
- Understanding of trafficking and modern slavery and that many of our service users will have lived experience of them.
- Comfortable public speaking and delivering to large and small groups.
- Strong digital literacy skills and understanding of how to use platforms such as Mailchimp, Canva and Eventbrite.
- Strong written and verbal communication skills.
- Strong numeracy and budgeting skills.
- Ability to work with technology such as AV systems and interactive boards.
- Understanding of the issues affecting migrant domestic workers in the UK and related support needs.
- Quick learner and strong ability to multi-task and time-manage.
- Availability on 1-2 Sundays a month throughout the year.

### Desirable

- Ability to speak a prevalent service-user language (e.g. Tagalog, Bahasa Indonesia, Hindi, Urdu, Bengali, Sinhalese, Tamil, Yoruba).
- Experience of working with migrant domestic workers in the UK or another country.
- Experience of providing support work or case work to vulnerable adults.

To apply for this role, please **complete the Application form** and Equal Opportunities Monitoring forms.

CV will not be considered.

To request an application form please email [info@kalayaan.org.uk](mailto:info@kalayaan.org.uk)

**Deadline for applications:** We will invite suitable candidates to interview on a rolling basis.