



Wheely Tots
Community Engagement Manager

Wheely Tots believes that all children, families and communities should be healthy, confident and resilient.

Role	Community Engagement Manager
Purpose	<ul style="list-style-type: none"> ● To lead on the planning and delivery of Connecting Well, a three-year intergenerational programme of walking and cycling activities ● To improve, develop and refine our existing approaches to improving social integration, connecting the management and delivery teams as the organisation grows
Commitment	<ul style="list-style-type: none"> ● 35 hours over 5 days per week, to include occasional weekend working ● We are very receptive to part-time/job share applicants ● DBS check required
Tasks	<ul style="list-style-type: none"> ● Lead the on-the-ground delivery of Connecting Well, a three-year intergenerational programme of walking and cycling activities, which connects older people with families with toddlers in Tottenham, and which has wellbeing at its heart ● Proactively develop links with key contacts such as local community groups, faith groups, mutual aid groups to increase referrals and participation from older people and families with toddlers ● Attend meetings, events & sessions to develop community links with networks, staff and potential participants in Tottenham - e.g. Virtual Hub, walking networks, children's centre stay and plays, coffee mornings, playgroups ● To recruit, train, supervise and manage a cohort of volunteer ambassadors to support Connecting Well ● Work with the Programme Manager to ensure that the project meets the needs of participants, particularly in relation to mental health, disability, English as an additional language and socioeconomic disadvantage ● Formalise mechanisms which empower our community to lead on development of projects - and embed this approach across Wheely Tots' programmes ● Alongside session leaders, support / facilitate walking and cycling-related sessions ● Contribute to evaluation and monitoring ● Support embedding of wellbeing across our programmes

Registered charity no 1161237
The Trampery, 639 Tottenham High Road, London N17 8AA
www.wheelytots.com

June 2021



<p>Competencies</p>	<ul style="list-style-type: none"> ● Experience of leading a multi-year project ● Experience of recruiting and managing volunteers ● Experience of delivering an intergenerational project, including recruiting participants ● Experience of building relationships with stakeholders, particularly on a community level ● Experience of shaping programmes with participants ● Excellent IT skills ● Able to work alone or with a buddy ● Discreet and trustworthy with excellent organisational skills ● Flexible and adaptable with excellent administration skills ● Confident communicator by email, phone and video call ● Experience using Google Drive (or similar) ● Comfortable dealing with different people from diverse backgrounds and experiences ● Self-motivated ● Open to new ways of working and finding the most efficient way to do things <p>Desirable - we can provide relevant training as required</p> <ul style="list-style-type: none"> ● Walk Leader training ● Ride Leader training ● Cycle instructor training ● Mental Health First Aid training
<p>Location</p>	<ul style="list-style-type: none"> ● Flexible - we have office space in Tottenham, which we are working in on a rotational basis ● The majority of our activity is based in Tottenham. Ideally we are seeking someone with knowledge of Haringey and its communities and a good understanding of the challenges and opportunities the community faces in the wake of the pandemic and as the area undergoes significant regeneration.
<p>What we can offer</p>	<ul style="list-style-type: none"> ● This role offers the opportunity to play a key role in a fast growing, small charity, with big plans ● We are keen to try new things and open to new ideas so you can make this role your own and grow with us ● IT equipment for home working ● Access to training in: project management, comms and marketing, volunteer management, fundraising, finance and accounting, Excel, first aid, ride leader training, bike maintenance, route planning



	<ul style="list-style-type: none">• Learn from our volunteers who bring incredible expertise and time• £500 training budget
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We will provide an induction to our processes and procedures relevant to this role.

Wheely Tots are an equal opportunities employer and welcome applications from all. We do not discriminate based on, but not limited to, the following; age, education, disability, gender identity, partnership status, parental status, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation.

Pay: Wheely Tots is a London Living Wage employer. The salary for this role is £28,000 - £32,000 per annum.

How to apply.

To apply for this role, send your CV and a cover letter to jobs@wheelytots.com using Community Engagement Manager as the title. In your cover letter explain how your experience relates to this role, why you're applying and what you hope to learn from working with Wheely Tots.

As an alternative to a cover letter, you can tell us about your skills and experience via a video (up to three minutes).

The deadline for applications is **Monday 12 July at 9:00am**. We will review applications as they arrive and may interview before the closing date.