

**Job Title:** Community Engagement Officer

**Grade:** 6

**Salary:** £32,296 to £36,924 per annum, pro rata if part-time

**Department:** Diabetes Research Centre

**Hours/Contract:** Full-time, Part-time (minimum 0.6FTE, 22.5 hours per week) or job share considered, fixed term contract for 24 month

**Job Family:** Management and Administration

**Reference:** 11482

### Role Purpose

We are looking for a talented, motivated individual with an established track record of community engagement to work across the Leicester Lifestyle and Health Research group (LLHRG) and Centre for Ethnic Health Research (CEHR).

The LLHRG are part of the Diabetes Research Centre (DRC) and investigate how 24-hour lifestyle behaviours, including physical activity, sedentary behaviour, sleep and nutrition can be optimised to prevent and manage obesity and long- term conditions, such type 2 diabetes, in multi-ethnic populations.

LLHRG are one of the most prestigious Lifestyle as Medicine research groups in the UK and have developed a suite of tools and interventions to help people live healthier and more active lives that are widely used within health care and community setting.

The aim of the CEHR is to “reduce ethnic health inequalities”. They do this by working with patients, the public, community and voluntary sectors, researchers, health and social care organisations, locally and nationally, to:

- Inspire community led research
- Develop and promote culturally sensitive resources
- Raise awareness of community engagement
- Encourage active research participation
- Collaborate with researcher to widen participation
- Increase capacity and capability in the research environment through training delivery

Working at the interface of the LLHRG and CEHR, the post holder will work with local multi-ethnic populations in Leicester and Leicestershire and other stakeholders to help translate research into practice. Fundamentally, they will support sustainable and resistant systems for promoting a healthy lifestyle within local communities.

### Main Duties and Responsibilities





- To work with the researchers, community champions, research assistants and other CEHR staff to promote the work of LLHRG and assist in planning and organisation of community based events and research focused on physical activity and healthy lifestyles
- Support the LLHRG in liaising with their stakeholders, for example local public health teams, sports club and faith centers
- Support the planning and delivery of stakeholder events. This will include operational delivery as well as providing guidance on marketing and event management to other members of the wider team as appropriate
- Working with your existing connections, identify and understand community, voluntary and faith centre organisations health needs, present in report format and utilise this information to develop strategies and inform research funding applications
- Work with local stakeholders to implement lifestyle programmes locally. This might include working alongside or being imbedded within public health teams or supporting the delivery of physical activity or exercise classes
- By using well established connections in the community, take the lead in working with external agencies in delivering planned research or projects, including recruitment of participants, organising and conducting focus groups and interviews to produce research outputs
- Plan own workload to meet priorities as they evolve
- Inform, implement and evaluate an operational plan and marketing strategy that ensures the targeted level of stakeholder engagement is realised
- Work closely with all teams to plan and deliver high quality, impactful, events and communications that attract the target stakeholder groups, including the support of the design and delivery of promotional materials
- Collect, analyse and interpret data collected from events and/or activities to ensure any trends are identified and that the information is used to inform future work programmes
- To provide input and where required support the day to day management of our social media profiles & provide relevant information to ensure that the LLHRG website is current with up to date information and opportunities for the public
- Supporting the running and organising of face to face and/or virtual events to promote healthy living in community-based settings with under-served communities
- Contribute to and facilitate the delivery of CEHR and LHRG training programmes to a range of audiences

## Internal and External Relationships

Daily interaction with members of the public, LLHRG, CEHR, UoL research staff, NHS organisations and external stakeholders, including:

- LLHRG team members
- CEHR team members
- Research study teams, both locally and nationally
- Director and Assistant Director





- Community Champions
- Sports clubs
- Faith centers
- Local council representatives
- Third sector representatives
- PhD Students

Attending meetings as required by the demands of the organisation

- LLHRG team and CEHR and operational meetings
- Other meetings as required by the role

Attending events within and outside of the CEHR and LLHRG as required by the role.

Initiate and maintain communications with other researchers both internal and external to Leicester University. This could include communication with other researchers and scientists elsewhere throughout the UK and possibly overseas.

Liaise with students within specific area (for example PhD Students)

NHS patients as required

### Planning and Organising

Plan and prioritise own work activities for the months ahead to ensure operational efficiency responding to new priorities including those arising from non-standard work.

### Qualifications, Knowledge and Experience

#### Essential

- Educated to degree level or near completion (or equivalent work experience) \*
- Previous experience of working with and have existing established connections with community and/or faith organisations\*
- Knowledge, experience & understanding of equality and diversity practice and principles\*
- Experience of working in a large health, voluntary or education setting \*

#### Desirable

- Experience of working within higher education or health research\*
- Knowledge of public services\*
- Experience of working in ethnic minority communities for research\*
- Experience of using virtual platforms to deliver training and engagement sessions

### Skills, Abilities and Competencies

#### Essential

- Outstanding written\* and verbal communication skills, with the ability to give and receive information effectively and to communicate at all levels\*
- Well-developed organisational skills, and ability to work with minimum supervision\*
- Ability to define priorities and work flexibly and effectively under pressure to meet demanding (and occasionally conflicting) objectives and deadlines





- Excellent general IT Skills and experience of using Microsoft Office and social media
- Ability to stay calm under pressure; resilience; confidence to act on own initiative; and an understanding of the need for confidentiality\*
- Accuracy and attention to detail\*
- Ability to assess problems and take the appropriate action
- The ability to maintain confidentiality and discretion with dealing with sensitive issues\*
- Ability to work to tight multiple deadlines
- Ability to prioritise own workload\*
- Ability to work independently and as a member of a team to achieve a common goal
- Willingness to travel to meetings and events within the East Midlands as required by the role
- Ability and willingness to work occasional weekends and evenings

**Desirable**

- Flexibility concerning the duties and hours required of the role

***\*Criteria to be used in shortlisting candidates for interview***

**Reason for Fixed Term Contract**

The reason for the fixed term contract is stated in section 1.9 in the summary of contractual terms in your contract of employment.

**Criminal Declaration**

If you become an employee, you must inform your manager immediately, in writing, if you are the subject of any current or future police investigations/legal proceedings, which could result in a criminal offence, conviction, caution, bind-over or charges, or warnings.

**Supporting University Activities**

As a University of Leicester citizen, you are expected to support key university activities such as clearing, graduation ceremonies, student registration and recruitment open days. We expect all staff as citizens to work flexibly across the University if required.

**University Values**





**Inclusive** - We are diverse in our makeup and united in ambition. Our diversity is our strength and makes our community stronger.

**Inspiring** - We are passionate about inspiring individuals to succeed and realise their ambitions. We challenge our community to think differently, to get involved, and to constantly embrace new ideas.

**Impactful** - As Citizens of Change we will generate new ideas which deliver impact and empower our community

## Equity and Diversity

We believe that equity, diversity and inclusion is integral to a successful modern workplace. By developing and implementing policies and systems that challenge stereotypes across all aspects of our work, we have a culture that recognises and values the diverse contributions of our staff which benefits everyone. Our strong values of inclusivity and equity support our efforts to attract a diverse range of high quality staff and students, and identify our University as a progressive and innovative workplace that mainstreams equity, diversity and inclusion.

