

**Job:** Near Neighbours Worker, Nottingham City

**Hours:** Either 1 full time role or 2x part time of 21 and 17.5 hours (number of hours to be agreed with applicant/s- to be worked flexibly including some evening and weekend working if needed)

**Salary:** £24,000 full time equivalent (pay to be pro rata depending on hours worked)

**Duration:** fixed term contract as soon as possible (January 21) to end of May 2021

**Location:** Home working and then citywide as per Covid guidelines

**Aim:** To support people from BAME communities which have been adversely impacted by the Covid pandemic, as part of the Nottingham Near Neighbours programme of work.

**Context:**

Near Neighbours (NN) is an initiative of the Church Urban Fund and the Church of England. It is a response to the Government's desire to provide resources to strengthen human relationships in multi-religious and multi-ethnic neighbourhoods. The Ministry of Housing Communities and Local Government has funded NN since 2011. For more information see [www.near-neighbours.org.uk](http://www.near-neighbours.org.uk).

There is currently 1 part time Near Neighbours worker but we have short term funding to increase our capacity to the end of May 2021 in order to support local communities and individuals. In Nottingham, Near Neighbours is part of Transforming Notts Together (TNT).

TNT is a Joint Venture between the Diocese of Southwell and Nottingham Church Urban Fund. We aim to help tackle poverty by transforming the lives of the poorest and most marginalised in our communities. For more information see <https://transformingnottstogether.org.uk>.

If this role is divided into 2, the responsibilities will be reduced accordingly, for example with 1 person focusing on young people (16-25) and other on the small grants and volunteers. This will depend on the skills and experience of candidates.

**General responsibilities of the role:**

- Equip and resource people from BAME communities, by offering capacity building and training, including how to operate in a Covid safe way.
- Nurture and encourage people who have been identified as potential leaders in their communities through training, mentoring, support and connections.
- Explore and support the potential for new activity which strengthens association and networking between people and groups of all backgrounds including age, gender, ethnicity and faith or no faith.
- Grow and establish NN presence in the target areas through offering support, connection and equipping to those wanting to develop their existing work or start something new which supports people from BAME communities.
- Operate as part of the wider Near Neighbours and TNT teams sharing ideas, resources and offering mutual support

**Key responsibilities:**

- Recruit and mobilise new volunteers to help local projects (target is 25 volunteers between Jan-March) with signposting, information sharing and answering questions on how to operate safely at this time.
- Partnering with local projects to promote Covid guidelines in line with Public Health and encouraging people from BAME communities to consider vaccination if they are eligible.
- Identifying and connecting with groups who may be interested in participating in training sessions around delivering programmes digitally, youth empowerment, and surviving financially through Covid.
- Promoting and helping people to apply for Near Neighbours grants when appropriate
- Supporting with administration relating to the grants process (flexible depending on applicant's experience)
- Actively promoting the values of the programme, the importance of adhering to Public Health guidelines on being Covid safe and the resources that Near Neighbours offers to local faith and community groups.
- Generating 'good news' stories with the support of central NN and TNT Comms. To be published on Near Neighbours website, via our own Newsletter and through press contacts.
- Monthly reporting to the lead NN worker on impact in order for NN to be able to report back to the funder.

**Essential Experience/Skills:**

- Experience of working in the voluntary and faith sector
- Excellent organisational skills
- Good communication skills
- Proficient in social media such as Facebook/ Tiktok/ Instagram/ Youtube
- Existing connection with some BAME networks in Nottingham

**Desirable Experience/Skills:**

- IT skills including MS Office, databases
- Experience of working in multi faith contexts and skills in cross cultural communication
- Local knowledge and contacts in a key NN area (either Hyson Green/ Forest Fields, St Anns/ the Meadows/ Sneinton, or Broxtowe/Aspley/Strelley).
- Able to speak more than 1 language in order to converse with diverse groups whose first language is not English
- Experience of working with young people from diverse backgrounds and a good understanding of some of the issues they currently face

**Personal qualities:**

- In sympathy with the ethos of the Church of England delivered Near Neighbours initiative
- Ability to take initiative and operate well as a team player
- A flexible approach to the job combining energy, enthusiasm and a will to succeed
- Ability to travel across Nottingham (Covid restrictions dependant)

**Reporting to:** Lindsay Cressey (Nottingham Near Neighbours Coordinator)

TNT is an equal opportunities employer and does not discriminate on the grounds of gender, marital status, race, ethnic origin, colour, nationality, national origin, disability, sexual orientation, religion or age. Selection for employment will be based on aptitude and ability.

**Please apply by sending your CV and a brief covering letter detailing why you would be suitable for the role, referencing the role description, to [Lindsay@transformingnottstogether.org.uk](mailto:Lindsay@transformingnottstogether.org.uk) or feel free to contact Lindsay on 07522 381533 (Mon-Fri mornings) for an informal conversation about the role.**

Interviews will be via Zoom. Interviews will be on Thursday 21<sup>st</sup> and Friday 22<sup>nd</sup> January.