

Community Engagement and Partnership Worker Job Description and Personal Specification

Job title:	Community Engagement and Partnership Worker
Place of work:	Community Links, 105 Barking Rd E16
Hours of work:	Full time (open to job shares)
Band:	Operational - Practitioner
Reports to:	Community Engagement Manager
Level of screening:	Enhanced DBS

Who we are

Catch22 exists to help build a society where everyone has a good place to live, good people around them, and a fulfilling purpose. We call these our '3Ps'.

We achieve this in two ways. First we improve lives on the frontline through delivery of public services. Secondly, we use our knowledge to change 'the system', to fix the complex web that can trap and disempower those it was set up to help. With the heart of a charity and the mindset of a business, we are uniquely placed to deliver on this challenging agenda.

Community Links, an integral part of Catch22 in East London, has a distinguished legacy spanning nearly 50 years of delivering vital support services in Canning Town. Today, Community Links continues to serve more than 80,000 people each year through programmes focused on health, advice, employability, and community strengthening initiatives.

Where you fit in

Community Links is embarking on an exciting new chapter, seeking dedicated individuals to join a vibrant team committed to shaping place-based, community-driven support across East London. Our vision is to work hand-in-hand with residents, local organisations, and partners to co-design and deliver initiatives that foster safety, a sense of belonging, and greater agency over the future for everyone in our communities, both within Community Links' walls and throughout Newham.

At the heart of this strategy is a commitment to genuine community leadership. We believe that lasting change comes from empowering local voices and involving the community directly in decision-making. By supporting and resourcing community-led programmes, Community Links aims to be a true hub: a space where residents can access meaningful opportunities, strengthen social ties, and help build a resilient, inclusive neighbourhood for all.

Main Duties & Accountabilities

To ensure residents and stakeholders across Newham are engaged with, and actively contributing to, the development and delivery of the Community Strengthening vision and priorities, as established by the new team. Activities and initiatives should reflect the wider Newham context not just within Community Links, ensuring that services are inclusive and accessible to all. This includes organising, supporting, and promoting opportunities that empower communities, strengthen local ties, and foster a shared sense of purpose.

MAIN TASKS AND RESPONSIBILITIES

Engagement

Organise engagement opportunities for local residents throughout Newham to help shape the Community Strengthening Plan, facilitating and leading meetings and workshops, and evaluating feedback to inform borough-wide initiatives.

Recruit and support residents to volunteer in community-led initiatives across Newham, fostering personal growth and identifying relevant training opportunities to develop local leadership.

Build and maintain partnerships with local organisations and businesses throughout Newham to broaden and deepen community engagement.

Implement an effective marketing and communications strategy to promote activities across Newham, using local and digital media to ensure wide reach and impact.

Support the Steering Group

Assist the Steering Group in fulfilling its responsibilities, ensuring its work aligns with the broader communities strategy across Newham.

Promote and uphold the values, ethos, and policies of Catch22, as well as all relevant legislation (including health & safety, GDPR, safeguarding, and equalities) in every area of operation.

Project and staff management

Act as a deputy for the manager when required.

Assist the manager in identifying and securing funding opportunities, collaborating with partners from across Newham when appropriate.

Administrative

Maintain accurate records and log safeguarding incidents using our online system.

Regularly report on activities and future plans to your line manager through scheduled supervision sessions.

Attend relevant events, training, and conferences that support personal development and strategic objectives.

What does good look like for this role?
I will be able to identify the needs of the community and provide the appropriate services. I will be able to identify the needs of the community and provide the appropriate services. I will be able to identify the needs of the community and provide the appropriate services.

In this role, good looks like:

Empowering communities across Newham to co-design and influence services delivered both within Community Links and throughout the borough.

Being part of a team that works strategically to strengthen neighbourhoods across Newham, through inclusive activities, collaborative events, and community-focused training.

Contributing to building resilience and capacity within the team and among residents to ensure sustainable, community-led change for Newham as a whole.

Organisational Relationships

This role reports to the Community Engagement Manager and will work alongside other teams in order to fulfil its objectives as articulated in the ‘what does good look like for this role?’.

Community Engagement and Partnership Worker: Person Specification			
COMPETENCY	ESSENTIAL	DESIRABLE	ASSESSMENT
QUALIFICATIONS	GCSE or equivalent pass in English and Maths or the ability to demonstrate a comparable level of literacy and numeracy through relevant experience.	Qualification equivalent to an undergraduate degree in the social sciences, community development or relevant field	CV evidence
KNOWLEDGE	• Thorough understanding of outreach and community engagement • Understanding of issues and difficulties faced when addressing community need and engaging a culturally diverse community • Thorough understanding of safeguarding and responsibilities when working with vulnerable populations	• Knowledge of the Newham geographical area, its communities and specific challenges. • Awareness of current digital trends that can be used to support community engagement	CV and interview
EXPERIENCE	• Volunteer management • Experience of successful community development and/or engagement work within a culturally diverse community • Working within an equal opportunities framework	• Experience using digital tools to engage groups whose voices are seldom heard	CV and interview
SKILLS & ABILITIES	• Good written and oral communication skills; ability to communicate effectively with a wide range of people • Ability to organise workload • Computer literate and working knowledge of Microsoft Office • Ability to work effectively as part of a team and to be inclusive • Flexible and innovative approach to work • Ability to work under pressure and handle multiple priorities	• Income generation and fundraising • Marketing and communications	CV and Interview
OTHER	Share Catch22 values Awareness of and commitment to Equality & Diversity Willing to travel and work flexibly Desire to develop and undertake training as required		Interview