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Monday 21<sup>st</sup> June 2022

Dear Applicant

Thank you for your interest in the post of Community Engagement Lead (LGBTQ+ and Black or minority ethnic)

In this pack you will find:

- Job Description
- Person Specification

On our website you will find:

- Application Form
- Guidance Notes for Applicants
- Monitoring Form
- Our Equal Opportunities Policy Statement

Please note that **CVs will not be considered** as part of your application, we will be short-listing from fully filled out application forms only.

Your completed application form together with your completed monitoring form should be sent to arrive **no later than 9:00am on 26/06/2022** by email to [recruitment@metrocharity.org.uk](mailto:recruitment@metrocharity.org.uk). Please include your full name in the message subject line. Your email including attachments must not exceed 5MB in size. We cannot accept applications by post at this time.

Interviews, likely held over Zoom, will take place on Thursday 30<sup>th</sup> June 2022.

For further information regarding this post please contact Tom Line on **020 8305 5000** or by email **[tom.line@metrocharity.org.uk](mailto:tom.line@metrocharity.org.uk)**.

We look forward to hearing from you.

Best wishes

Andrew Evans, Interim CEO

**METRO Woolwich**  
1st Floor Equitable House  
7 General Gordon  
Square  
London  
SE18 6FH

**METRO Vauxhall**  
N206 Vox Studios  
1-45 Durham Street  
London  
SE11 5JH

**METRO Essex**  
Suite 1 Perception House  
50B Duke Street  
Chelmsford  
CM1 1JA

**METRO Gillingham**  
Long Catlis Road  
Parkwood, Rainham  
Gillingham  
Kent  
ME8 9PR

**METRO GAD**  
The Forum at Greenwich  
Trafalgar Road  
London  
SE10 9EQ

**METRO Surrey**  
Flat 1-3  
The Old Bakery  
South Road  
Reigate, Surrey  
RH2 7LB

# Job description

## Key details

<b>Job title</b>	Community Engagement Lead (LGBTQ+ and Black or minority ethnic)
<b>Employment status</b>	Part-time (1 day a week for 6 months)
<b>Duration</b>	June to December 2022, fixed-term
<b>Salary/Wage</b>	£27,363 pa (pro rata)
<b>Hours</b>	7 hours a week with some occasional evening and weekend working
<b>Line manager</b>	Film Maker
<b>Coordinated by</b>	Director of External Affairs
<b>Employer</b>	METRO Charity (The Metro Centre Ltd)
<b>Location</b>	Main location of work is working from home/METRO New Cross

## Job outline

You will lead and coordinate a team of community volunteers to develop our Well Proud community-based podcast series aimed at LGBTQ+ Black and ethnic minority people who live, work, study or socialise in Lewisham. Working within METRO's Communication, Policy and Research team you will be the key point of liaison and coordination between this team, and a team of five community volunteers.

### Well Proud Project

Our six-month project, Well Proud, is an eight-part community-led LGBTQ+ podcast series aimed at Black and minority ethnic members of the community in Lewisham. Focused around mental health and wellbeing (MHWB), the podcast will provide practical information, tips and resources from mental health professionals, and creatives. Community members will share stories and experiences, MHWB tips and respond to audience questions as a form of peer support. The podcast will provide a platform for a range of LGBTQ+ ethnic minority communities to speak out about their mental health, with the aim of empowering communities to discuss their mental health issues more openly, reduce mental health-related stigma and increase their emotional wellbeing.

Your role will lead monthly meetings with the community volunteers and our Film Maker to advise on the topics, participants and format of the podcasts to ensure they are culturally relevant and maximise impact with the intended audience. Your role will work alongside our Digital Communications Officer, who will work to promote the series and Film Maker, who will manage the technical production side of the project. You will also lead on the development of two in-person live podcast events for the project at our community hub in METRO New Cross.

This position is only open to applicants who identify as LGBTQ+ and Black or minority ethnic (Equality Act 2010 Schedule 9 Part 1) as the worker will be working directly with a group of LGBTQ+ Black and minority ethnic volunteers in coordinating a culturally specific podcast series.

## Main tasks

1. Lead monthly meetings with a group of community volunteers.
2. Liase with partner organisations, Black and minority ethnic groups in Lewisham and internally to build networks of potential podcast contributors, volunteers and develop community interest in project.
3. Coordinate community volunteers to develop the podcast series approach and direction. Including topics, participants and format of the podcasts.
4. Collaborate with the Digital Communications Officer on the promotion of the Well Proud podcast series.
5. Collaborate with the Film Maker on the delivery and production of each of the podcast episodes.
6. Lead and deliver the project's monitoring and evaluation.

## Other duties

1. Adhere to METRO policies and procedure at all times.
2. In line with METRO's policy on Information Governance (IG), confidentiality and data handling you will be expected to undertake, pass and maintain the required IG modules as indicated by your line manager.
3. Ensure sensitive and confidential recording and handling of information in accordance with the Data Protection Act, GDPR regulations and METRO's Information Governance Policies.
4. In line with METRO's policy on Safeguarding, you will be expected to undertake, pass and maintain the required Safeguarding Training Modules as indicated by your line manager.
5. Attend regular supervision, and to undertake appropriate training as agreed. Maintain and update knowledge, skills and undertake continuing education in accordance with personal and service needs within a framework of a personal development plan.
6. Undertake any other appropriate duties as requested by the Manager. If these duties are extensive and of a higher job description scale, the terms and conditions of the post may be varied in negotiation with your line manager.

# Person specification

Knowledge & Experience	Skills & Abilities	Essential /Desirable	Application /Interview
Identifies as LGBTQ+ and Black or minority ethnic (Equality Act 2010 Schedule 9 Part 1)		Essential	A
Experience of working in the charity sector, ideally in the context of communications, mental health and wellbeing initiatives.		Desirable	A
Knowledge of Lewisham communities and experience of working locally in community engagement projects in the borough.		Desirable	A/I
Delivering community-engaged projects.		Essential	A/I
	Excellent project management skills	Essential	A
	An excellent communicator, both oral and written	Essential	A/I
	Rigorous attention to detail	Essential	A
Knowledge of monitoring and evaluation processes and delivery experience.		Essential	A/I
Experience of working within diverse communities.		Desirable	A/I
Good knowledge of social media platforms and their use in communication campaigns.		Desirable	A
Good knowledge of Podcasts and their use in engaging diverse audiences.		Desirable	A