



COMMUNITY CONSULTANTS - K&CT STEERING GROUP -

ROLE DESCRIPTION

Title:	Community Consultant
Position:	Steering Group Member
Hours:	4-5 hours per quarter (every 3 months)
Compensation:	£10.75 per hour, plus expenses
Duration:	12 months

Background

Kensington and Chelsea Social Council (KCSC) has launched an exciting new programme that aims to put local people in control of the places they live, by helping them get involved in our local charities, community organisations, and social enterprises.

The Kensington and Chelsea Together programme (K&CT) will work with organisations across the borough to help increase residents' involvement in decision making, and make sure that any opportunities to work, volunteer or lead are accessible to as much of the community as possible. It will also work with local communities, offering activities to help develop the confidence, skills and knowledge needed to take on these roles.

With this in mind, we are looking for three **Community Consultants** to join the K&CT Steering Group – helping to shape the design of the programme, and providing advice and local knowledge to the staff team.

Below you will find a description of the role of a Community Consultant, including the types of skills and values we are looking for. You will also find information on how to apply. If you have any questions, or would like to have quick chat about the role, please contact us at 020 7243 9800.

About the Role

Purpose

The overall purpose of the Steering Group is to make sure the K&CT programme is on track, by helping the staff team to come up with new and effective ways of working.

Key Tasks

- Attend and participate in meetings every three months, or more frequently where necessary.
 - Initially, these will be held online via Zoom or Teams, but may in the future involve physical meetings at the KCSC offices.
 - The timing of these meetings will be agreed upon collectively by members of the Steering Group.
- Understand the goals and outcomes the programme is aiming to achieve.
- Receive regular updates from the staff team, and provide verbal or written feedback.
- Help to identify opportunities for the programme to be delivered effectively or be further developed.
- Support public engagement, and where possible, connect the staff team to potential partners and participants for the programme.
- Act as advocates and champions for the programme externally.

Steering Group Rules

- Respect the line management and governance structure within KCSC at all times.
- Work constructively and collaboratively.
- Treat Steering Group meetings as confidential unless agreed otherwise.
- Respond promptly to any communications in relation to the programme.
- Review any documents sent by the staff team in preparation for meetings.

Duration of Role

Community Consultants are expected to serve a 12-month term.

Payment and Expenses

Community Consultants will be paid in accordance with the London Living Wage - £10.75 per hour. The number of hours will be calculated to include any time spent attending, preparing for, or travelling to, Steering Group meetings.

In addition, Community Consultants are entitled to receive compensation for the following expenses: transport fees (to and from any Steering Group meetings held at the KCSC offices) and child care (when attending meetings at the KCSC offices). Any other expense claims will be reviewed and assessed by KCSC.

Our Commitment

- To support those who wish to apply, but do not have prior experience in a similar role, we are happy to answer your questions before the application deadline. If you are interested in having a quick chat, please get in touch by emailing nada@kcsc.org.uk or by calling 020 7243 9800.
- Once the successful candidates have been selected, we will offer 1-1 support (and training where required) to help them be successful in their roles.

Candidate Criteria and Application Process

Who Should Apply?

Below is a list of the values and skills we are looking for in Community Consultants. We **do not** expect each candidate to meet all of these criteria. Instead, we will recruit three individuals who will bring different and complementary experience and skills.

- Experience or understanding of discrimination and the barriers communities may face in accessing decision-making opportunities.
- Experience working or volunteering with charities or community organisations. This can be a formal or informal role, in anything from a national charity to a residents' association or neighbourly group.
- Experience of creating change within an organisation or a community to tackle inequality, discrimination and/or exclusion.
- Familiarity with local communities around the borough.
- A commitment to the cause and willingness to dedicate the necessary time and effort to support the programme's success.

How to Apply

- Please answer the questions found in the **Application Form**. You can choose to complete the form in writing, or send us a video recording of your responses. All applications must be sent to nada@kcsc.org.uk by **9am on 30 September 2020***.
- We will contact shortlisted candidates by **7 October 2020** to schedule a short informal discussion. This will give us an opportunity to get to know candidates better before a final decision is made.

*The application deadline was extended from 14 September.
