

Neighbourhood Vision Engagement Assistant

Days	Flexible on days and times
Hours	14- 36 hours per week
Duration	3 – 6 months
Wage	£12.23 per hour

Job purpose:

We are looking for a number of enthusiastic engagement assistants to support us in engaging with residents and stakeholders across Lancaster West and broader area in the development of the Lancaster West Future Neighbourhood Vision.

This project will see the Lancaster West Estate at the centre of a resident led co-design of a neighbourhood vision, seeking to bring tailored services that meet residents needs, and support meeting the councils' objectives of carbon neutrality.

This job would be perfect for someone who wants to be flexible with their hours, committed to improving Lancaster West and the local neighbourhood, and can be flexible to meet changing volumes of work in return.

Description of Duties:

- Providing project support to the Lancaster West Neighbourhood Vision Project Team and broader Lancaster West Neighbourhood Team.
- Building relationships with a variety of residents and stakeholders across Lancaster West Estate and broader area.
- Supporting the capture of resident views and feedback through conducting interviews, facilitated discussions and meetings.
- Collecting, entering and managing project data and information.
- Planning, managing and attending local community meetings, events and other organised activities.
- Ad hoc project activities and administrative tasks.

We are welcome to applications from individuals from a variety of backgrounds and experiences. We will also be providing tailored support and training opportunities based on your needs and ambitions. If you are looking for a new challenge and believe your skills and experience would bring value to our team we would love to hear from you!

How to apply

Please email a CV and covering letter to Chrissy Galerakis, Programme Delivery Lead (Community Development and Social Value) at chrissy.galerakis@rbkc.gov.uk