

Community Advisor job description

What does the role involve?

As a census Community Advisor you will be representing the 2011 Census in the community.

Your primary aim will be to encourage participation in the census by engaging with a specific community who may face practical or motivational barriers to taking part in the 2011 Census. You will achieve this by implementing a local community plan which will involve explaining the census and communicating its value through grass root and outreach activities. You will also support the promotion of planned media events to relevant local and national media.

You will be required to work with census area managers within an agreed local partnership plan in which you will provide support and practical assistance such as supporting census activities, providing advice on the most appropriate and effective way to liaise with community groups and identifying facilities and resources.

A successful Community Advisor will enjoy working alongside people with different cultural experiences and perspectives. They will work to understand the community, listen to any concerns and take the time to explain the purpose of the census and provide information.

With experience of engaging people from the relevant community, you will be required to build strong networks with individuals and community groups.

This is a varied role and you must be flexible and well organised to deliver creative solutions to effectively publicise the census through a series of well planned and organised activities.

The role is part-time, 15 hours or 25 hours per week. The posts cover specific communities and geographies.

Specific duties include:

You will be required to positively promote the 2011 Census to the relevant community. You will achieve this by:

- customising and implementing a pre-defined local community plan
- organising and leading grass root and outreach activities such as community workshops
- delivering presentations to local media, community groups and others to encourage involvement and participation
- identifying peoples' concerns and the issues that might prevent them taking part in the 2011 Census and working to overcome them, providing explanation, reassurance and support
- facilitating, through signposting, accessibility services and other services set up by the ONS, its partners or third parties, to overcome language and cultural barriers
- working with the census media team, specialist public relations agency & census area managers, to identify and establish contact with local community media outlets such as community radio, TV and newspapers
- supporting the promotion of planned media events to relevant local and national media. You may be required to provide interviews as requested, including broadcast interviews
- acting as a contact point for advice/information for the community
- building a network of key contacts

To fulfil your duties you will be required to liaise and meet with ONS census staff and census area managers, to write regular progress reports, contribute to the census local partnership plan, and complete an evaluation questionnaire and attend a debriefing session as required

Specific requirements

If you wish to be considered for this post, you must be:

- available during the period 9 August 2010 to 27 May 2011
- prepared to use your home as an office
- willing to work unsocial hours or have the flexibility to work the hours to best support the community (this is likely to include some evening and weekend work)
- available to undertake specialist training sessions
- prepared to participate in the relevant pre-employment referencing and security checks outlined below
- able to travel in order to deal with issues, attend meetings with staff and stakeholders, plus other requirements of the role
- capable of meeting the qualities and skills requirement outlined below

It's also desirable for you to:

- in certain areas - hold a current full UK driving licence and/or have the use of a motor vehicle (insured for business use) for which a mileage allowance will be paid

Essential qualities and skills

We are looking for applicants who have:

- Excellent communication skills
- The ability to speak certain languages or combination of languages, as stated on the relevant job details. Applicants do not have to be fluent in those language(s) but need to be able to introduce themselves and follow a simple conversation in the relevant language
- Experience of engaging with members of the relevant community. This may be in a paid or voluntary capacity for example, running activities or events within the community
- Proven ability to deal confidentially with a wide range of people and organisations
- Proven ability to recognise and develop networks and communicate effectively with various people using a wide range of techniques
- Excellent organisational skills- able to work flexibly and manage own workload to achieve deadlines
- Good written communication sufficient to transcribe information and produce reports
- Awareness of diversity when delivering a service
- Strong negotiating, influencing and persuasion skills
- Experience of using IT equipment and personal computer software packages, such as Microsoft Excel and Word to provide reports
- Good decision making and problem solving skills



Desirable (non-essential) qualities and skills

- Experience of presenting to groups using a variety of media
- Good understanding of the issues that face communities at risk of exclusion

What are the working hours and pay?

This post is part time (15 hours or 25 hours per week) from 9 August 2010 to 27 May 2011

Payment will consist of:

- a basic hourly rate of £12.47 to £14.55 (dependant on location) will be paid throughout the period of employment
- reasonable and necessary expenses (supported by valid receipts, wherever possible), to include reimbursement of travel costs within work area (but not from home to work area).

How do I apply?

For more information and to apply, visit www.censusjobs.co.uk. You will be able to search for Area Manager vacancies based on your post code, region or local authority. If you are unable to apply online or do not have access to the internet, please contact the Capita Census Recruitment Team at 0845 6044 013.

What is the census?

In England and Wales the census is planned and carried out by the Office for National Statistics (ONS) every ten years. Every household is asked to complete a census questionnaire. This information is used by ONS to provide population estimates which government, local authorities and other organisations use to fund, plan and deliver public services such as healthcare, education, housing and transport.

Future recruitment

Recruitment for the census will continue throughout 2010 and into 2011. You can register your interest in management and field staff roles via the recruitment website www.censusjobs.co.uk. You will automatically be reminded to formally apply when we begin accepting applications for the role(s) you are interested in.

Referencing and Security Checks Required

The Census team want to do everything possible to ensure the safety of the public and the protection of their data. It is a priority that standards of integrity and data protection are maintained. This includes undertaking reference and security screening of all potential staff that will be carrying out census work to ensure they are suitable.

If you are interested in taking your application forward we will ask you to take part in the following (see below for fuller explanations).

1. Confirmation of your identity and right to work in the UK
2. Complete a criminal records basic check
3. Obtaining references from appropriate sources
4. Signing a Census Confidentiality Undertaking so we can be confident you understand your obligations

Confirmation of Identity and, if appropriate, permission to work in the UK

You will be asked to provide evidence of your identity and confirmation of permission to work in the UK if appropriate. This will include verifying your name, address, date of birth and, where appropriate, evidence of residency and/or work permits and visas.



Criminal Convictions

Capita Resourcing will be checking whether candidates have unspent convictions and if so, what type.

At application stage you will be requested to declare any unspent convictions. You will also be asked to comply with the carrying out of independent checks for unspent convictions by an authorised body which provides security checks for most public sector organisations.

If you have an unspent conviction, a review of the nature of the unspent conviction will be undertaken though this won't necessarily preclude you from appointment.

References from appropriate sources

We also need references to confirm your suitability for the role. Ideally, one should be your current employer or an academic referee who can verify your recent history.

Where you haven't been recently employed or don't have an academic history, we will require a character reference from a person of some standing in the community. This could be a judge/magistrate, medical practitioner (such as a doctor or dentist), officer of the armed forces, teacher, lawyer, bank manager, civil servant etc.

The Census Confidentiality Undertaking

This Undertaking ensures that you are aware of, and that you confirm your understanding of, your legal obligations and responsibilities to maintain confidentiality of census information within the terms of the Statistics and Registration Service Act 2007 both during and after any involvement and/or employment related to the Census.

You will not be able to undertake census work until this undertaking has been signed.

Data Protection Act

The information that you supply in your application to Capita Resourcing may be held for management and planning purposes, either in paper or electronic form. The details will only be disclosed to ONS personnel (or their representatives in the field). Names and addresses will be supplied to third party contractors only when necessary for operational purposes (e.g. delivery and collection of supplies). You will be asked to confirm that you are happy for your contact details to be used as described.