

Engage Britain

Participation Officer Application Pack

Job Ref: EBPO0012

Dear Applicant,

We are delighted that you are interested in joining Engage Britain. This is an exciting charity with funding to allow us to plan over a five-to-ten-year period.

We are building up our team and have already made appointments in various areas including communications, digital, projects and operations and are now looking for an exceptional Participation Officer for a 1-year fixed term contract.



Engage Britain has been set up to bring together people from across the country to find ways forward on the biggest challenges we face; challenges that affect everyone. We know that things like access to health and care services, how we recover from the effects of Covid-19 and ensuring opportunities for families living in poverty are hugely important, and that issues like immigration may split opinions. Sometimes challenges of this scale feel unsolvable; too big or too divisive to tackle. But we think the opposite. We believe that the people of Britain can and will come up with ways forward, by working together, trusting each other and learning from others.

Engage Britain will bring people together to share their skills, knowledge and experiences, and find answers to these challenges. But we won't stop there. We'll then work with people – communities, citizens, practitioners, politicians – to make these ideas happen. Ultimately, our ambition is to make Britain a better place for us all to live.

We are a flexible employer and welcome applications from candidates who might want to work flexibly. We are particularly interested in hearing from candidates who are based across the UK, as you will be able to work remotely.

If, having considered this brief, you believe you have the skills and qualities we are looking for, we very much look forward to hearing from you.

Julian McCrae
Director

About Engage Britain

Our approach

Engage Britain puts people at the heart of policy development, ensuring that those who are affected by policies can contribute their knowledge and experiences to their creation. Great ideas come from combining our different views, knowledge and experiences, so we're bringing people together to talk and listen. Where voices have been excluded or unheard, we'll make sure we're all equally involved in finding answers. Where the problem is rooted in our differences of opinion, we'll work together to build on the things we agree on.

Our differences are not something to be feared; our differences will enable us to create imaginative, practical and radical answers to the problems our country faces.

Our work

In January 2021, Engage Britain started work on our first challenge: how can we make sure everyone gets the health and care that they need, and how are we going to fund it?

Over the last few months, Engage Britain has supported 100 online Community Conversations, involving hundreds of people from England, Scotland and Wales. In these online discussions, people were invited to share what they think is working well for the NHS and care – and what needs to be better. The conversations included people working in health and care, patients and people who draw on care support.

The next stage of our work, starting in September 2021, is the People's Panel. This is made up of 100 people from all walks of life. They will listen to what's come out of the Community Conversations, before deciding what are the most important challenges, and what we should do next to find answers to these issues.

After this, these priorities will need to be turned into practical plans for change. To do this, Engage Britain will bring more people together in early 2022 – including patients, frontline staff and people who run health and care services – to co-design solutions together, and come up with practical plans that will make a difference to people. At every stage, we'll be testing these plans to make sure we come up with plans together that we all want to see happen. Plans that people who work in health and care think are doable, and that politicians will get behind. That way, the plans created by the British public can be backed by the government, so everyone gets the health and care they need.

Our vision

Within three years, Engage Britain will:

- Have proved the power of a new approach to policy making, with people engaging with each other to develop ways forward
- Have developed credible and inclusive ways forward, and have worked with others – whether charities, practitioners or the public – to bring them about
- Be at the centre of a network drawn from every level of society – people who share an interest in making Britain a better place for us all to live

Culture

Engage Britain is committed to creating a culture where people from different backgrounds and cultures can come together to share their views and voice. We see difference – both in our work and in our employees – as a strength, so we actively encourage applicants from all ethnicities, political backgrounds and locations across the UK, those with or without a university education, as well as people who identify as LGBTQ+ or people who may have disabilities, to apply for roles.

We are also a family friendly organisation and are open to different flexible working arrangements from people across the UK. We very much look forward to hearing from you.

Find out more

You can find out more about us at <https://engagebritain.org/>

Role profile

We are looking for a Participation Officer for a 1-year fixed term contract who is enthusiastic and empathetic by nature and has experience of working with communities. The successful candidate will work on our health and care project and will build and maintain engagement with our project participants. You will play a key role in ensuring that people who take part in our projects feel connected to us and want to continue being part of our ground-breaking work. In addition to this, you'll be involved in the development of national level policy, so the role is ideally suited for someone with experience of building local or regional engagement but has an interest in learning about how national policymaking works.

We will support the right candidate to develop into the role. We are open to discuss secondments.

Job Description

- Developing and implementing plans for participant engagement, focused on ensuring that people who have taken part in one activity continue to be an active part of the process, including arranging workshops with existing participants to find out how they would like to stay involved
- Build trusting relationships with participants taking part in in our citizen's assembly (the People's Panel) and keeping them engaged with our work between People's Panel meetings
- Supporting recruitment and onboarding of participants for co-design work on health and care, which we will launch in 2022 (the Co-design Workstreams) and managing ongoing contact with those participants
- Ensuring that we have contact details for participants who have taken part in our discussions/workshops and that we obtain the necessary consent from participants to be able to use the content from those sessions, which adheres to GDPR
- Managing participants' day to day queries and be the first point of contact for them
- Developing and implementing activities with other health and care sector partners to bring together our participants with their members for joint campaigning and advocacy
- Working with the Engagement and Communications team and the Director of Advocacy to identify people who would be good media spokespeople and / or advocates for the co-created policies and support them to grow into this role with Engage Britain
- Working with the Analysis team, to enable participants to play an active role in co-design and work together to feed their contributions into the policy making process.

This job description is a broad summary of the role; it does not cover every task which may arise within the post at various times. The postholder will be expected to work flexibly and carry out other duties as required from time to time. The role will also entail some travel, within the UK.

Person Specification

Please note, that we expect candidates to demonstrate some, but not all, of the below capabilities:

Experience and Knowledge

- Experience of successfully building and managing trusting relationships with participants or volunteers for a charity or other non-profit organisation
- Experience of planning and delivering activities and managing communications to keep people engaged over the long term
- Experience of supporting people to mobilise, campaign or advocate for change.

Skills

- Able to communicate naturally and empathically with people. Also comfortable with talking to people from all backgrounds
- A self-starter who is able to take initiative, work flexibly and develop the role to best meet the needs of a start-up charity
- Ability to analyse and interpret feedback from participants and monitoring data
- Excellent coordination and organisation skills
- Excellent communication skills, including written and presentation skills, and the ability to adapt style and tone for different audiences.

Behavioural

- Embraces an open culture and communicates well internally and externally
- Willingness to develop an active interest and get involved in wider organisational activities
- Team player and a keenness to get involved at all levels
- Natural interest in and empathy with people from a range of backgrounds
- Ability to work in a high paced changing environment
- Demonstrable passion and commitment to Engage Britain's mission and values.

Further information

Work eligibility:

Applicants must have eligibility to work in the UK.

Location:

We encourage applications from people around the UK, as you will be able to work remotely. However, there would be an expectation that you would need to travel to London for regular team days (for example we have done twice a month team days in the past). There may also be other instances of occasional travel to London and within the UK.

Application dates:

- Closing date: Wednesday 7 July 2021, 10:00 BST
- Interviews: Mid-late July 2021 and includes first and second interviews

Start date:

The start date will be as soon as possible following any notice period.

Term:

The successful candidate will join on a 1-year fixed term contract, with the potential to extend. The role will be subject to a three-month probationary period.

Salary:

The salary will be up to £31,000 FTE and will be dependent on experience.

Working hours:

Standard working hours are Monday-Friday (09:00-17:30) 37.5 hours a week, but we are open to discuss flexible working patterns.

There will be occasions when you may be required to work outside of these hours.

Employee benefits:

- **Family friendly policies:** including flexible working & enhanced parental policies.
- **Pension scheme:** Engage Britain has a pension scheme and offers a fixed 5% employer contribution and a minimum 5% from employees of your gross monthly salary.
- **Annual leave:** 30 days holiday entitlement in addition to the usual bank holidays. Annual leave and bank holidays will be pro-rated for non-full-time posts and staff who start part-way through the holiday year.
- **Life insurance:** We offer 3x times your salary to your nominated beneficiaries in the sad event of an employee death.
- **Wellbeing incentives:** We have wellbeing benefits including an Employee Assistance Programme (EAP) and Smart Health.

Application details

As an employer we use a platform called [beapplied](#) for applications. Beapplied seeks to remove unconscious bias from hiring processes.

The application process:

- We ask for candidates to complete four short answer questions.
- Reviews of short answer questions are blind sifted. Each of your answers will be reviewed separately and will be anonymous. Reviewers will have banks of questions to review across various candidates, so they won't see your full application in one go. It is therefore essential that you treat each question individually and do not make links to other questions e.g., "please see previous question".
- You will be asked to upload your CV. However, to maintain the blind process for the review stage (sift) we will only look at CVs at the point in which we are shortlisting applications.

To apply for this role please [click here](#) (please do not send CVs separately).

NB: If you have a disability and would prefer to apply in a different format or would like us to make reasonable adjustments to enable you to apply, please let us know by emailing us on recruitment@engagebritain.org or calling on 020 3031 8190.

Contact details:

If you have any specific questions about the role please email:

recruitment@engagebritain.org and we will arrange for someone to speak to you.

Equal opportunities monitoring

Engage Britain collects equal opportunities monitoring information with applications through the beapplied platform. This information is anonymised and is only for monitoring purposes.