

# Community Outreach and Recruitment

## Job Description

**Salary: £24,000 per annum, pro rata**

**Full-time, 37 hours weekly**

**Immediate Start**

**Fixed Contract until 31 March 2025, renewable**

PATH Yorkshire is a registered charity providing personal, social, and employability skills development programmes to minority communities and disadvantaged groups across the Yorkshire and Humberside region for 39 years.

We seek to appoint a highly motivated and enthusiastic candidate with knowledge or ability to research on the local diverse community groups. The successful candidate must be able to travel to different community venues and able to work flexibly including some weekends and evenings.

The Community Outreach and Recruitment is primarily responsible for connecting diverse communities to PATH Yorkshire's services, projects and programmes.

Base Office: 29 Harrogate Road, Chapel Allerton, Leeds LS7 3PD.

## Key Tasks and Responsibilities

1. Recruiting customers (learners, trainees, project participants, service users) onto PATH Yorkshire's programmes, projects, courses, and other provisions.
2. Developing and establishing relationships with Department of Works and Pensions (DWP), Job Centre and other relevant agencies across West Yorkshire and the Humber.
3. Maintaining a calendar of outreach activities, including community events, and opportunities to recruit customers for PATH programmes and provisions.
4. Deliver regular outreach information sessions about PATH Yorkshire in local communities.
5. Distribute information about PATH and its provisions in community venues.
6. Handle initial enquiries and providing accurate information about PATH Yorkshire, its programmes and services.
7. Converting enquiries into enrolments and registrations on to PATH Yorkshire's provisions.
8. Nurturing new and existing relationships with referral organisations and community partners.
9. Keep timely and accurate records of customer interactions, referrals, and outcomes.
10. Collecting and analysing data related to the organisation's activities.

11. Data input and relevant administrative work.
12. Maintaining a database of community organisations, service providers, and relevant market information.
13. Assisting in the organisation of special events, including donor/volunteer events and other fundraising initiatives.
14. Organising and maintaining electronic and paper-based files according to policies and procedures.
15. Follow communication procedures and policies.
16. Submit timely reports and prepare presentations with statistical data as assigned.
17. Comply with relevant legislations and all PATH Yorkshire's policies and procedures.
18. Perform other reasonable duties required by the Line Manager and/or Chief Executive.

## **Essential Requirements – Skills, Knowledge and Values**

Criteria	Essential Requirements	Means of Assessment
Work Experience	Relevant experience in community engagement and development within the recent 2 years.	CV/Cover Letter, Interview
Communication Skills	Exceptional verbal and written English communications skills.	CV/Cover Letter, Interview
	Effective interpersonal skills.	CV/Cover Letter, Interview
Knowledge and Skills	Ability to effectively engage with and recruit people from diverse backgrounds.	CV/Cover Letter, Interview
	Proactive, with strong organisational and self-management skills.	CV/Cover Letter, Interview
	Flexibility and ability for problem solving and agile responses to changing demands and working environment.	CV/Cover Letter, Interview
	The ability and willingness to work flexibly to meet PATH Yorkshire needs.	CV/Cover Letter, Interview
	Ability to promote PATH Yorkshire to, and engage with, a wide audience of potential customers and referral organisations.	CV/Cover Letter, Interview
	Proficient in Office, 365, Outlook, Excel, Power Point and Databases.	CV/Cover Letter, Interview
	Ability to research community events and opportunities for PATH to engage with stakeholders.	CV/Cover Letter, Interview
Personal Qualities and Attitude	Self-motivated, able to work proactively with less supervision.	CV/Cover Letter, Interview
	Ability to work flexibly and as a part of the team.	CV/Cover Letter, Interview
	Professional appearance, courteous manner, and friendly.	CV/Cover Letter, Interview

	Participate proactively in team meetings, regular supervision and annual performance appraisal.	CV/Cover Letter, Interview
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**To apply, email your CV with Cover Letter to:**

**[Jessica.thompson@pathyorkshire.co.uk](mailto:Jessica.thompson@pathyorkshire.co.uk)**

Please apply as soon as possible, we may close this vacancy when we receive suitable applications for shortlisting/interview.