



Job Description

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| Job: | Event Champion |
| Salary: | £24,375 pro rata |
| Contract: | 3 years (until 11/04/2024) |
| Hours: | 15 hours per week (including some evenings and weekends) |
| Location: | Southampton |
| Funded by: | The National Lottery Community Fund |
| Reporting to: | Operations Manager |
| Job Summary: | To support up to four local neighbourhoods to be get involved in monthly storytelling events in a variety of ways. To get to know people in these neighbourhoods, to invite people to tell stories and become guests at the events and to generally facilitate making events happen, with the support of our Inclusion Lead and Coaching, Mentoring and Signposting Lead. |
| Closing Date: | Tuesday 6 th April 5pm |
| Interview Date: | Between Monday 12 th and Friday 23 rd April |

About Touch Network CIC

Our vision

Our vision is to enable storytelling events to take place in every neighbourhood across our city, to bring people together both in person and through an online community, sharing stories, creating connection and inspiring hope.

We want to empower our community to articulate their own story. Take ownership of it. See the positives and recognise their courage. Together, we want to create memories. Our storytelling events are sociable, guests are encouraged to believe in themselves and given the confidence to deal with tomorrow and the next day, and whatever life throws at them.

What we do

We share and celebrate everyday stories of resilience. By doing so, we prevent struggles with mental wellbeing beginning, or getting worse.

Through providing a platform to share and hear meaningful real-life stories using online and face to face events and tools, we cheer each other on and learn from one another. We use these stories to enable positive change in our communities and the NHS and social care environment.

The difference we make

We are a community brought together by stories, this in turn supports mental wellbeing and prevents mental ill health beginning or getting worse. We bring neighbourhoods together through sharing stories which builds on community cohesion and all the benefits that come with this. We improve services and experiences within NHS and Social Care by enabling practitioners to truly listen to the experience of those using their services, in turn helping practitioners to know what matters and build services around this.

Purpose of role

The purpose of this role is to find local people to come to our monthly neighbourhood events and to deliver the events to prevent mental ill health through good times and celebrating resilience.

Responsibilities

The principal responsibilities are:

- To identify and build effective relationships with local people and organisations who may wish to share their story and/or join our events working with the Inclusion Lead
- To work with the Coaching, Mentoring and Signposting Lead to support storytellers
- To find suitable venues for events
- To facilitate events within budget
- To complete risk assessments for events in line with the requirements of our public liability insurance policy
- To check all equipment is in working order for events
- To ensure there are sufficient and updated supplies of flyers and information needed for events (eg next event flyers, feedback forms, helplines, signs)
- To print out guest lists and programmes for all events
- Evening and weekend work will be required



Person Specification – Event Champion

| Personal Qualities | Essential | Desirable |
|--|------------------|------------------|
| Able to build rapport and be understanding, supportive and encouraging of others | ✓ | |
| Understanding of and commitment to equality and diversity | ✓ | |
| Enthusiasm, a positive attitude and a self-starter | ✓ | |
| A positive approach to raising funds that fit with our ethos | ✓ | |

| Experience | Essential | Desirable |
|--|------------------|------------------|
| Experience of identifying and building effective relationships with local people and organisations | ✓ | |
| Experience of developing good relationships with a wide range of stakeholders | ✓ | |
| Experience of supporting and encouraging colleagues and other people | | ✓ |
| Experience of working within a budget | ✓ | |
| Experience of preparing and implementing risk assessments | | ✓ |
| Experience of event management | ✓ | |
| Experience of producing promotional material and social media | | ✓ |

| Abilities, Skills and Knowledge | Essential | Desirable |
|---|------------------|------------------|
| Relevant event management and/or community development qualification (other relevant qualifications will be considered) | | ✓ |
| Ability to be directive when needed, supportive when not, and with the experience to know which is needed when | ✓ | |
| Able to communicate clearly and influence people positively either 1-2-1 or in a group | ✓ | |
| Good organisational skills | ✓ | |
| Ability to plan and schedule own workload and meet objectives | ✓ | |
| Ability to work in a team (both to be supported and supportive) | ✓ | |

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| Ability to communicate accurately, effectively and technically e.g. spelling grammar etc. | | ✓ |
| Knowledge of MS Office applications | | ✓ |

| General | Essential | Desirable |
|---|------------------|------------------|
| Ability to contribute to the overall functioning of Touch Network | ✓ | |
| Able to work evenings and weekends where needed | ✓ | |
| Good IT skills | ✓ | |
| Ability to work flexibly | ✓ | |
| Good time keeping | ✓ | |
| Ability to work in and travel around Southampton independently | ✓ | |