**Community Engagement and Programme Assistant Post**

**About Voicing the Void**

Voicing the Void (VTV) is a grassroots organisation dedicated to amplifying the voices of marginalised individuals through restorative storytelling. Our mission is to create personal and societal change by providing a platform for those often unheard, focusing on trauma-informed practices, compassion, and resilience. For more information, please visit [www.voicingthevoid.com](http://www.voicingthevoid.com) .

**About the Role**

We are seeking a motivated and passionate individual to join our close-knit team as a Community Engagement and Programme Assistant. This role will support the development and delivery of Voicing the Void’s programmes, ensuring smooth day-to-day operations. You will work closely with the Executive Director to assist in managing and coordinating programme strands, leading workshops, and engaging with community stakeholders to strengthen partnerships.

This position is ideal for someone with experience in programme management, community engagement, and administration. If you're highly organised, experienced in managing finances and administration, and committed to creating a more inclusive and just society, we want to hear from you.

**Key Responsibilities**

* Collaborate with the Executive Director to implement the organisation's long-term strategy and programme delivery.
* Coordinate daily programme operations and assist with workflow management.
* Engage with community stakeholders and maintain partnerships with relevant services and organisations.
* Assist with managing budgets, contracts, and financial processes.
* Support the development of organisational policies and practical tools.
* Help design workshops and training aligned with our storytelling and civic engagement initiatives.
* Handle administrative and financial tasks, including budget monitoring and reporting.
* Represent VTV in external forums, meetings, and local events.

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| **Criteria** | **Essential** | **Desirable** |
| Experience | - At least two years of experience supporting marginalised community groups. | - Experience in safeguarding practices. |
|  | - Programme management or community engagement experience. | - Understanding of trauma-informed practices. |
|  | - Proven track record of successfully delivering community projects. | - Experience in policy advocacy or community activism. |
| Skills | - Strong organisational and administrative skills. | - Creative workshop design abilities. |
|  | - Ability to build and maintain relationships with diverse stakeholders. |  |
| Commitment | - Commitment to Voicing the Void’s values. | - Enthusiasm for community engagement and development. |
|  | - Passion for supporting marginalised groups. | - Interest in ongoing professional development. |
| Circumstances | - Willingness to represent Voicing the Void in external forums and events. | - Driving licence and access to a car. |

**Practicalities**

* **Salary:** NJC scale 17, £26,845 pro rata (part-time 20 hours/week).
* **Contract:** Minimum 1-year contract, with potential for extension subject to funding.
* **Hours:** 20 hours per week.

**Application Process**

To apply, please send your CV and a cover letter detailing your suitability for this role and how your experience aligns with the person specification to [rory@voicingthevoid.com](mailto:rory@voicingthevoid.com) . Submissions can be in any format you prefer (video, voice note, letter etc.).

**Deadline:** 18th November at midday.