

# Job Description: Community Engagement Executive

**Based: Remote, with occasional travel to London**

**Part-time: 24 hours or 3 days p/w. Fixed-term: six months, with potential to extend. Day rate dependent on experience.**

Are you a community builder and networker? Are you passionate about equality, diversity and inclusion in health? Egality is looking for a Community Engagement Executive who can build our network of community organisations that represent diverse ethnic communities, disabled people and the LGBTQIA+ community in the UK.

[Egality](#) is a community engagement agency, addressing health inequalities by improving inclusion in research. With our network of community organisations, we connect the groups most impacted by health inequalities with the health and life sciences sector. Together, we collaborate to share new insights, establish new ways of working, and deliver creative campaigns and strategies.

Egality is a start-up and this is an opportunity to be an integral part of a growing company. We're looking for someone with creative ideas on how to build our network, and a commitment to addressing health inequalities, through improving diversity in research.

## The role

The postholder will play a key role by:

### Building our community

- Developing and maintaining meaningful partnerships:
  - contacting community organisations to build Egality's network of diverse communities, including diverse ethnic communities, LGBTQIA+, and disabled groups
- Developing the infrastructure of the community network, including:
  - Building and maintaining a database of community organisations
  - Developing communications, such as newsletters, social media posts, and spotlighting the work of community organisations
  - Building and maintaining our social media presence, e.g. Facebook groups
  - Sharing training opportunities, and fostering a peer support network
- Facilitating meetings and focus groups to understand the priorities of new organisations

### Delivering collaborative projects

- Supporting new and existing collaborative projects with community organisations and the life sciences sector

- Performing administrative duties, including arranging and facilitating meetings, taking meeting notes and writing reports

### **Building the company**

- Working with the CEO and manager to develop company strategy, build the infrastructure of the company, and grow our client base
- Developing and enhancing Equality's offers, including training workshops and creative communication campaigns

### **Required skills**

The postholder will require:

#### **Essential skills**

- Experience in community and/or public engagement
- Excellent communication skills (oral and written)
- Experience in project management
- Can work independently, but also a team player
- Proactive, keen to take initiative, and a self-starter

#### **Desired skills**

- Experience working with community organisations and the third sector
- Experience in community building and developing partnerships
- Can develop creative communications materials (graphics, video editing)
- Understanding of issues around equality, diversity and inclusion
- Knowledge of UK health research and life sciences sector

#### **What we offer**

Working with us means

- Flexible working hours
- Flexible working location
- Start-up mentality with lots of opportunities to develop

Equality, diversity and inclusion is at the heart of Equality's work. We encourage applications from underrepresented groups including people from diverse ethnic communities, LGBTQIA+ communities, and disabled people.

If you'd like to have an informal discussion about the role, or have any questions on the hours, day rate, and fixed period of the contract, please don't hesitate to get in contact.

To apply, please send a cover letter and updated CV to: [annette@equality.health](mailto:annette@equality.health)

For any questions about this role, please email: [annette@equality.health](mailto:annette@equality.health)

**Deadline: 18.00 on Wednesday 30<sup>th</sup> November 2022.**