

## Groundwork London Job Description

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| <b>Job Title:</b>       | <b>Community Engagement &amp; Co-production Senior Officer<br/>Specialist role (NIHR Maternity Disparities Consortium)</b> |
| <b>Responsible to:</b>  | CECP Co-lead / COM                                                                                                         |
| <b>Responsible for:</b> | Project team staff and volunteers as required                                                                              |
| <b>Location:</b>        | Primarily Groundwork offices with occasional UK-wide travel as required                                                    |

### Job Background:

**The Community Engagement & Co-production Senior Officer is a specialist role within the Community Engagement and Co-production (CECP) Core Function of the National Institute for Health and Care Research Maternity Disparities Consortium (NIHR MDC). You will play a key role in delivering the CECP programme across the UK, working closely with the CECP Co-leads, Project Manager, wider CECP team and consortium partners.**

The postholder will bring specialist expertise in community engagement and co-production, providing advice, guidance and resources to support Themes and Workstreams to embed meaningful, inclusive and equitable approaches and strengthen co-production practice. The role will have a particular focus on coordinating national and regional Voluntary, Community and Social Enterprise (VCSE) partnerships; supporting Themes and Workstreams to develop and strengthen relationships with relevant VCSE organisations; and contributing to guidance, Communities of Practice, capacity building, learning and communications across the Consortium.

### About the MDC

The National Institute for Health and Care Research (NIHR) Inequalities Challenge: Maternity Disparities Consortium is a £50million national programme which brings together a diverse range of organisations with expertise in research, capacity building and working with people and communities to deliver a step change in maternity and neonatal outcomes. The research carried out by the consortium will focus on inequalities before, during and after pregnancy. The programme is underpinned by an innovative and transformative capacity building programme of career development awards and opportunities, linked and embedded within the consortium's research areas to support the next generation of researchers working to address maternity inequalities.

The Maternity Disparities Consortium Community Engagement and Co-production Core Function (CECP) is jointly delivered by Queen's University Belfast (Lead), Groundwork London, Community Development and Health Network, and the University of Sheffield (Co-leads). It will ensure that activities are grounded in lived experience, with people and communities as equal partners in shaping research across the Consortium. This will promote accountability and ensure that community engagement and co-production are meaningful and relevant across all Themes and Workstreams.

The CECP Core Function will promote shared power, meaningful involvement and long-term partnerships with communities, with a particular focus on ensuring that women, families and communities facing the greatest inequalities, including Core20PLUS groups, are able to influence the research that affects them.

### Main Objectives:

- Support the development and delivery of the MDC CECP Core Function, contributing to agreed work plans, milestones and objectives, helping to embed the voices and lived experience of women, families and community partners from Core20PLUS groups across the UK.
- Provide specialist community engagement and co-production advice, guidance and resources to MDC Themes and Workstreams, including relevant strategic, advisory and support groups promoting best practice and its consistent application across the Consortium.

- Work with the CECP Project Manager, Co-leads and wider CECP team to develop and coordinate national and regional VCSE partnerships across the MDC. Support Themes and Workstreams to identify and strengthen relationships with VCSE organisations that reach and represent Core20PLUS communities.
- Plan, promote and facilitate inclusive CECP core function activities and events including the two Communities of Practice, both online and in person, to support participation, shared learning and collaboration across the Consortium, with VCSE and community partners.
- Contribute to CECP work planning, monitoring, reporting and project documentation, ensuring relevant information and learning are captured through Groundwork London and MDC project management and reporting systems.

## Key Tasks & Responsibilities:

### 1. Community Engagement and Co-production Delivery

- Support the development and delivery of agreed activities within the Community Engagement and Co-production Core Function across the NIHR MDC in line with agreed work plans, milestones and objectives, working closely with the CECP Project Manager, Co-leads and wider CECP team.
- Provide specialist community engagement and co-production expertise, advice and support to MDC research themes and workstreams.
- Coordinate agreed CECP activities and areas of work, ensuring delivery to agreed timescales, quality standards and organisational procedures.
- Contribute to CECP work planning, monitoring, reporting and project documentation, working with the CECP Project Manager and Data & Project Officer and CECP Officer to support effective programme delivery.
- Support the development and delivery of the CECP Communities of Practice and contribute CECP expertise to relevant consortium strategic, advisory and support groups.

### 2. Partnership Development and Stakeholder Engagement

- Develop and maintain effective working relationships with research themes, workstreams, consortium partners and VCSE organisations to support the consistent implementation of community engagement and co-production across the NIHR Maternity Disparities Consortium.
- Work with the CECP Project Manager and Co-leads to develop and coordinate national and regional VCSE partnerships, with a particular focus on organisations that reach and represent Core20PLUS communities.
- Coordinate partnership meetings, engagement workshops and networking opportunities, ensuring actions are followed up and shared appropriately.
- Work collaboratively with Themes and Workstreams to support the development of their community engagement and co-production approaches, both online and in person, ensuring alignment with agreed CECP principles, guidance and standards.
- Identify, document and promote examples of good practice, innovation and learning from community engagement and co-production activities across the consortium.
- Work closely with the CECP Project Manager and Data and Project Coordinator to ensure partnership information, engagement activity and learning are captured to support reporting, monitoring and continuous improvement.
- Represent Groundwork London and the CECP Core function at meetings, workshops and external events, developing collaborative relationships that strengthen the consortium's reach and impact.

### **3. Communities of Practice, Guidance and Capacity Building**

- Lead the development and maintenance of practical CECP guidance, tools, resources and templates that strengthen community engagement and co-production across the MDC, ensuring they remain relevant, accessible and support consistent good practice.
- Support the CECP Project Manager and Project officer in establishing and delivering the two CECP Communities of Practice. One for MDC members and one for wider stakeholders contributing CECP expertise, content and facilitation to support shared learning and good practice.
- Work with the CECP Project Manager and consortium partners to identify learning needs and support the development and delivery of training, peer learning and capacity-building activities.
- Facilitate opportunities for research themes, workstreams and partner organisations to share innovation, challenges and examples of effective practice.
- Contribute to the development of programme-wide approaches that strengthen collaboration, consistency and quality in community engagement and co-production across the Consortium

### **4. Monitoring, Evaluation and Learning**

- Work with the Research and Evaluation Manager, CECP Project Manager, Data/Project Coordinators and other CECP partners to support monitoring and evaluation of CECP across the MDC.
- Contribute evidence and learning from partnership, community engagement and co-production activity to support monitoring of reach, equity and impact.
- Support the collection of information required to understand the development and reach of CECP partnerships and networks, including information required for GIS mapping.
- Contribute case studies, qualitative evidence and examples of practice to CECP learning and evaluation reports.
- Support themes and workstreams to capture learning from their community engagement and co-production activity.
- Contribute to reporting for NIHR, consortium governance groups and Groundwork London.
- Capture and share learning from CECP to support continuous improvement across the MDC and contribute to the development of community engagement and co-production practice within Groundwork London.

### **5. Communications and Learning**

- Support implementation of the CECP communications plan, working with the CECP Project Manager, MDC Communications Team and relevant consortium colleagues.
- Support Themes and Workstreams to establish effective feedback loops with community and VCSE partners, helping ensure contributors understand how their involvement has informed research and programme development.
- Support Themes and Workstreams to develop and co-produce relevant, inclusive and accessible materials for community partners and wider audiences.
- Facilitate opportunities for knowledge exchange and sharing of CECP learning across the MDC and with external stakeholders.
- Develop accessible CECP communications and engagement materials, including case studies, briefings, presentations and web content, to share CECP activity, learning and good practice.
- Work collaboratively with the MDC Knowledge Mobilisation Manager and Communications Team to ensure CECP activity and learning connect appropriately with wider MDC knowledge mobilisation and dissemination.

## 6. Organisational Development and Team Working

- Work collaboratively as part of Groundwork London's Communities Team and with consortium partners to achieve shared objectives and deliver high-quality programme outcomes.
- Participate in Communities Team meetings, planning sessions and wider organisational development activities, sharing relevant CECP learning and good practice.
- Contribute CECP expertise, learning and good practice to Groundwork London's wider programme development, including contributing to relevant funding bids and proposals and identifying opportunities to apply learning from the MDC across our work.
- Support the continuous improvement of CECP systems, processes and ways of working, contributing learning from delivery and partnership activity.
- Support and supervise project staff and volunteers as required, contributing to effective team working and delivery.
- Contribute to Groundwork London project reporting, presentations and programme documentation as required.

## Other Responsibilities

- Undertake any other related responsibilities commensurate with the evolving objectives of the post and the evolution of Groundwork London, as may reasonably be requested by the Executive Team.
- Ensure the effective implementation of and adherence to, Groundwork London's Diversity, Equal Opportunities and Health and Safety policies and procedures.
- Work with due regard for Groundwork's core values and objectives and Groundwork's commitment to best practice and continuous improvement.
- All staff, the Board and volunteers will actively support, in their daily operations and duties, Groundwork London's Environmental Management System and carbon reduction plan.

## Personal and Professional Development

- Participate in the Groundwork London Performance Management and Appraisal process, and agree short, medium and long term goals with line manager.
- Identify learning and development needs with line manager and evaluate T&D to demonstrate needs have been met.
- Share best practice and achievements and actively seek opportunities to present outcomes and case studies across the organisation and consortium.
- Contribute to the learning of others across the organisation by sharing knowledge and skills both informally and formally by participating in the Trust's training and development programme.

**August 2026** CECPSO /201/1311

## Person Specification – CECF Senior Officer – Specialist role

**Note to Applicant:** When completing your application form, you should demonstrate/evidence your experience, knowledge, skills & education in your application based on these criteria for the post.

| Criteria             |           |                                                                                                                                                                                               | Essential or Desirable | Application | Interview | Task | Certificate |
|----------------------|-----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|-------------|-----------|------|-------------|
| <b>Qualification</b> | <b>1</b>  | Degree or equivalent experience in community work, community development, public health, social sciences, health and social care, research, or a related field.                               | E                      | ✓           | ✓         |      | ✓           |
| <b>Experience</b>    | <b>2</b>  | Significant recent experience of implementing community engagement and co-production using inclusive and participatory approaches, ideally within a health context.                           | E                      | ✓           | ✓         | ✓    |             |
|                      | <b>3</b>  | Demonstrable experience of working collaboratively with voluntary, community and social enterprise (VCSE) organisations and public sector partners.                                           | E                      | ✓           | ✓         |      |             |
|                      | <b>4</b>  | Experience of successfully delivering programmes addressing health inequalities, social inequalities or the needs of underserved communities.                                                 | E                      | ✓           | ✓         |      |             |
|                      | <b>5</b>  | Experience of developing and promoting community engagement and co-production best practice resources and training for different audiences and providing specialist CECF advice and guidance. | E                      | ✓           | ✓         | ✓    |             |
|                      | <b>6</b>  | Experience of working in a research, health or NIHR-funded environment, ideally within maternity or health inequalities.                                                                      | D                      | ✓           | ✓         |      |             |
| <b>Skills</b>        | <b>7</b>  | Experience in building effective partnerships across complex, multi-organisation programmes, including with researchers, VCSE, public-sector organisations and other stakeholders.            | E                      | ✓           | ✓         | ✓    |             |
|                      | <b>8</b>  | Experience of coordinating complex projects involving multiple partners, while managing competing priorities to deliver agreed objectives, timescales and quality standards.                  | E                      | ✓           | ✓         |      |             |
|                      | <b>9</b>  | Excellent facilitation, networking and interpersonal skills, with the ability to build relationships and engage effectively with a wide range of stakeholders both online and in person.      | E                      | ✓           | ✓         |      |             |
|                      | <b>10</b> | Excellent written and verbal communication skills, including reports, briefings, presentations and accessible communications.                                                                 | E                      | ✓           | ✓         | ✓    |             |
|                      | <b>11</b> | Excellent organisational skills, with the ability to manage competing priorities, meet deadlines and maintain high-quality delivery                                                           | E                      | ✓           | ✓         | ✓    |             |
|                      | <b>12</b> | Excellent teamwork skills, with demonstrable experience of working collaboratively within multidisciplinary teams and supporting or supervising staff or volunteers as required.              | E                      | ✓           | ✓         |      |             |
|                      | <b>13</b> | Experience of supporting monitoring, evaluation and learning activities, including capturing qualitative                                                                                      | D                      | ✓           | ✓         |      |             |

| Criteria                       |    |                                                                                                                                                   | Essential or Desirable | Application | Interview | Task | Certificate |
|--------------------------------|----|---------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|-------------|-----------|------|-------------|
|                                |    | learning and case studies.                                                                                                                        |                        |             |           |      |             |
|                                | 14 | Good digital skills, including Microsoft 365 and the ability to use project management and collaboration systems confidently.                     | E                      | ✓           | ✓         |      |             |
|                                | 15 | Knowledge and understanding of health inequalities, inclusion and barriers experienced by underserved communities.                                | E                      | ✓           | ✓         |      |             |
|                                | 16 | Commitment to Equality, Diversity and Inclusion, Safeguarding and the ability to apply these principles in practice.                              | E                      |             | ✓         |      |             |
|                                | 17 | Knowledge and understanding of Data Protection Act 2018 and GDPR in relation to partnership working and community engagement.                     | E                      |             | ✓         |      |             |
| <b>Additional Requirements</b> | 18 | Willingness & ability to work outside normal office hours, including evenings and weekends, and to travel across the four UK nations as required. | E                      | ✓           | ✓         |      |             |

**Appointment to this role is subject to a check of current unspent convictions through the disclosure & barring Service.**