



Job Description

Job Title - Community Health Engagement Officer (Vaccination Programme)

Responsible to - Project Manager / Chief Executive Officer

Location - Croydon BME Forum, with regular travel across South London including Croydon, Merton, Wandsworth, Southwark and other boroughs as required.

Hours - 21 hours per week (3 days per week)

Salary - £15.00 per hour (£16,380 per annum pro rata)

Contract - Fixed-term (subject to project funding)

About Croydon BME Forum

Croydon BME Forum is a leading Black-led voluntary and community sector organisation committed to reducing health inequalities and improving outcomes for diverse communities across South West London.

Working in partnership with NHS South West London Integrated Care Board (SWL ICB), Primary Care Networks, GP practices, local authorities, faith organisations and voluntary sector partners, we deliver innovative health improvement programmes that support residents to access healthcare, improve wellbeing and reduce inequalities.

Our Community Vaccination Programme delivers culturally appropriate community engagement and outreach activities across Croydon, Merton, Wandsworth and neighbouring boroughs. Through trusted relationships with local communities, we help improve awareness, confidence and uptake of NHS vaccination programmes whilst supporting wider public health initiatives.

About the Programme

Croydon BME Forum delivers NHS-funded Community Vaccination Outreach Programmes designed to improve vaccination uptake amongst communities experiencing lower levels of immunisation.



Working alongside community leaders, faith organisations, schools, GP practices, Family Hubs, health visitors and NHS partners, the programme aims to build trust, improve vaccine confidence and provide residents with accurate, culturally appropriate health information.

The programme supports a range of NHS vaccination campaigns including childhood immunisations, adolescent vaccinations, seasonal vaccination programmes and future NHS immunisation initiatives.

Programme Outcomes

The Community Vaccination Outreach Programme aims to:

- Reduce health inequalities by improving vaccination uptake within underserved communities.
- Increase uptake of childhood, adolescent and adult immunisation programmes.
- Improve vaccine confidence through culturally appropriate community engagement.
- Improve access to accurate, evidence-based health information.
- Support Black African, Black Caribbean and Asian communities, including underserved communities such as the Somali community.
- Build sustainable community-led health promotion models.
- Strengthen partnerships between local communities and NHS services.
- Collect community insight to inform future public health programmes.

Purpose of the Role

The Community Health Engagement Officer will play a key role in delivering NHS-funded vaccination outreach programmes across South West London.

Working alongside NHS colleagues and community partners, the postholder will engage directly with residents, community leaders, faith organisations and voluntary sector organisations to improve awareness, confidence and uptake of NHS vaccination programmes.

The successful candidate will help reduce health inequalities by delivering culturally appropriate health promotion activities, supporting community engagement events, providing accurate health information and strengthening relationships between local communities and NHS services.



Key Responsibilities

Community Engagement and Outreach

- Deliver targeted community outreach activities across South West London.
- Build and maintain strong relationships with community leaders, faith organisations and voluntary sector partners.
- Engage with Black African, Black Caribbean, Asian and other underserved communities.
- Deliver presentations, workshops and awareness sessions within trusted community settings.
- Work with churches, mosques, temples, community centres and local organisations to improve vaccine confidence.
- Support community leaders to become trusted vaccination ambassadors.
- Engage communities experiencing lower vaccination uptake, including harder-to-reach populations.
- Encourage informed decision-making through culturally appropriate conversations.

Health Promotion

Support the delivery of NHS vaccination programmes including:

- Childhood Immunisations (Under 5s)
- HPV Vaccination Programme
- Seasonal Flu Vaccinations
- COVID-19 Vaccination
- Catch-up Vaccination Campaigns
- RSV, Shingles and other adult immunisation programmes
- Future NHS vaccination campaigns

Responsibilities include:

- Raising awareness of childhood vaccinations.
- Promoting HPV vaccination amongst adolescents and young people.
- Explaining the benefits and safety of vaccination.
- Addressing myths and misinformation.
- Signposting residents to local vaccination services.

Community Events

- Plan, organise and attend community engagement events.
- Deliver health promotion activities in trusted community venues.



- Support vaccination awareness campaigns.
- Recruit and support Community Vaccination Champions.
- Represent Croydon BME Forum at local community events and NHS initiatives.
- Promote wider health improvement initiatives where appropriate.
- Plan, organise and attend Zoom and Teams Meetings

Partnership Working

- Work collaboratively with GP Practices, Primary Care Networks, Family Hubs, Health Visitors and schools.
- Develop strong partnerships with community organisations and faith groups.
- Work closely with the NHS South West London Immunisation Team.
- Attend partnership meetings as required.
- Ensure all health information shared reflects current NHS guidance.

Monitoring and Reporting

- Maintain accurate records of engagement activities.
- Record attendance and outcomes from community events.
- Collect feedback and case studies.
- Produce monitoring reports against agreed KPIs.
- Maintain accurate project databases.
- Support evaluation of programme impact.

General Responsibilities

- Work flexibly across South West London.
- Maintain confidentiality and comply with GDPR.
- Follow safeguarding procedures at all times.
- Promote equality, diversity and inclusion.
- Work in accordance with Croydon BME Forum policies and procedures.
- Undertake any other duties appropriate to the role.

Person Specification

Essential

- Experience of community engagement, outreach or health promotion.



- Excellent communication and interpersonal skills.
- Ability to build relationships with diverse communities.
- Experience working with community organisations or voluntary groups.
- Ability to work independently and as part of a team.
- Good organisational and administrative skills.
- Good IT skills, including Microsoft Office.
- Experience maintaining accurate records.
- Understanding of equality, diversity and inclusion.
- Understanding of confidentiality and GDPR.
- Willingness to work occasional evenings and weekends.

Desirable

- Experience working within public health or the NHS.
- Experience of vaccination or immunisation programmes.
- Knowledge of health inequalities affecting Black African, Black Caribbean and Asian communities.
- Experience working with faith organisations and community leaders.
- Understanding of childhood immunisation and HPV vaccination programmes.
- Experience delivering presentations and group workshops.
- Knowledge of NHS services and referral pathways.
- Ability to speak a community language relevant to South West London's diverse communities.

Values and Behaviours

The successful candidate will demonstrate:

- Respect
- Integrity
- Compassion
- Professionalism
- Inclusivity
- Partnership working
- Accountability
- Commitment to reducing health inequalities