# Job Description

## Identification of Job

### Job Title

Community Engagement Officer

### Function

Operations

### Responsible to

Charnwood Forest Programme Manager

### Responsible for

N/A

### Budgets Held

N/A

## Overall Purpose of Job

Your primary focus will be to help key target audiences and the wider public to explore and connect with the landscape and heritage of Charnwood Forest.

You will support the delivery of the Charnwood Forest Landscape Partnership scheme (LPS) and will lead on its community engagement and outreach projects. You will also lead the coordination of the volunteering programme, helping Partner organisations to integrate their volunteering offer and support them to create a step-change in the range and number of people taking part and giving time.

## Main Responsibilities

### Community Engagement and the Delivery of the ‘Explore Charnwood’ Projects

1. To deliver a flexible public engagement programme which will connect underserved target audiences and the wider public with the landscape and natural and cultural heritage of Charnwood Forest.
2. To work with Partners and contractors to develop citizen science projects, e.g. to map the location and the condition of its distinctive stone walls, and create engaging content and events that will encourage the public to participate.
3. To lead on the heritage and health project, working with Partners, such as Voluntary Action Leicester and Active Together, and other members of the Delivery Team, to develop a small, targeted programme of green/social prescriptions and supported outdoor activity.
4. To support the Delivery Team and Partners to effectively communicate the many wonders of Charnwood Forest through public events and communication, both online and face-to-face.

### Promotion and Monitoring of Volunteering

1. To support Partners to develop and promote new and existing volunteering opportunities across the LPS.
2. To work with Partners to organise taster sessions, flexible volunteering events and community challenges to enable people to try out volunteering and broaden the range of people giving time to care for Charnwood Forest.
3. To develop appropriate tools to advertise, manage and monitor volunteer contributions to the LPS, including the recording of volunteer time.
4. To work with Partners and the Heritage Education Officer to organise volunteering training events as required.

### Administration

1. To provide formal progress updates to the LPS Steering Group, Regional Park Board and National Lottery Heritage Fund as required.
2. To carry out essential administration, particularly in relation to public engagement events and activities such as completing risk assessments, managing bookings, applying for licenses etc.
3. To support the Delivery Team to create engaging content for the Charnwood Forest Geopark social media channels, forthcoming website and newsletters to keep the public informed about the projects, events and opportunities to get involved.
4. To assist with the monitoring and evaluation of the public engagement and volunteering activities.
5. To support other members of the Delivery Team and the Partnership with the organisation and delivery of outreach activities and stakeholder events.
6. To work with the Finance and Administration Officer to ensure efficient financial management of public engagement and volunteering projects.

### Corporate

1. To work with other members of the NFC team to share learning which will benefit the wider National Forest and NFC priorities.
2. To liaise with the NFC Development team on website, social media, print / interpretation and other media content.

## Benefits of working with the NFC

### Salary

This is a part-time post of 2.5 days / 18.5 hours per week (excluding lunch breaks), for a fixed term from 17 October 2022 to 30 June 2025. The normal office hours are 09:00 – 17:30 Monday to Thursday, and 09:00 – 17:00 on Friday, with an hour for lunch. The successful candidate will be appointed within the Higher Executive Officer Grade salary which has a full-time range of £29,179 to £32,160. Pro-rata this equates to £14,590 to £16,080 per annum.

### Pension

An important part of the pay and reward package NFC offers employees is the option to join the Civil Service Pension Schemes arrangements. These arrangements offer a choice of two types of pensions:

* **Alpha:** This a career average pension scheme (defined benefit) that has a member contribution rate ranging from 4.6% to 7.35% dependent on your salary. The current employer contribution rate is c27% of salary.
* **Partnership pension account:** This is a stakeholder pension with a contribution from the NFC of up to 14.5% based on your age.

**Generous Annual Leave and Bank Holiday Allowance**

We offer 30 days’ annual leave and 10.5 days public and privilege holidays. Pro rata for part time staff.

**Staff Bonuses**

We offer end of year performance awards to our employees.

**Place of Work**

The principal place of work will be at the National Forest Company’s office in the heart of the National Forest at Enterprise Glade, Bath Yard, Moira DE12 6BA. We currently operate flexible working arrangements and staff are able to work from home for part of the week.

**Learning and Development**

Everyone at the NFC is supported to develop their skills and capabilities. All new employees joining will have a full induction to the NFC’s work and our policies. We also encourage our employees to take up volunteering opportunities as a great way to share skills, while developing new insights and stronger links with our communities.

**Staff Wellbeing**

We have various measures in place to assist with the wellbeing of our staff including:

* **Flexible working** – to allow for variations in your hours, or working from home, where this is compatible with business needs.
* **Cycle to Work Scheme** - typical savings on a bike can be up to 42%
* **Gym discounts**
* **Employee Assistance Programme** – a free and confidential 24/7 telephone advice service available to staff.

**Time off in lieu**

Due to the nature of the work some unsocial hours may be required in the evenings and weekends to ensure the effective implementation of this post. Time off in lieu is applicable for this role.

### Travel

The role requires the post-holder to travel around the National Forest and Charnwood Forest Geopark to attend meetings, events and project activities. The NFC will reimburse public transport expenses, or, if using your own car, will pay mileage (currently 45p per mile).

## Person Specification

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| **Experiences and Qualifications** | **Essential (E) or Desirable (D)** |
| A relevant professional qualification, or equivalent experience gained within voluntary sector, environmental, health, sport, education, heritage or similar role | E |
| Experience of developing effective community engagement activities and events | E |
| Experience of recruiting, managing and coordinating volunteers | E |
| Experience of working with underserved audiences | D |
| Experience of project planning and management, including budgets | E |
| Experience of liaison with a wider range of partners including charities, community groups, local authorities and national organisations | D |
| Experience of creating content for websites, print media and social media | D |
|  **Knowledge** | **Essential (E) or Desirable (D)** |
| Knowledge of outreach and community engagement issues | E |
| Knowledge of best practice in volunteer management and coordination | D |
| Knowledge of word processing and spreadsheets | E |
| Knowledge of other IT applications, including the ability to create, edit and upload content to websites and social media channels, or a willingness to learn | D |
| **Skills** | **Essential (E) or Desirable (D)** |
| Excellent inter-personal, written and oral communication skills | E |
| Ability to relate to and liaise effectively with a wide range of people | E |
| Efficient administration and project management skills, including ability to prioritise workloads and meet deadlines | E |
| Ability to develop inspiring public engagement events and activities | D |
| **Personal Qualities and Behaviours** | **Essential (E) or Desirable (D)** |
| High levels of enthusiasm, self-motivation and initiative | E |
| Positive attitude | E |
| Ability to work independently and as part of a team | E |
| Commitment to environmental issues | E |
| Commitment to equal opportunities and able to comply with all relevant child protection and H&S policies | E |