|  |  |
| --- | --- |
| JOB DESCRIPTION |  |

|  |  |
| --- | --- |
| **ROLE:** Community Engagement Officer**LOCATION:** All**RESPONSIBLE TO:** Communities and Learning Manager**RESPONSIBILE FOR:** N/A | **CONTRACT:** Permanent**WORKING HOURS:** 37**SALARY:** Grade 520,661 – 25,951 per annum dependent on experience  |
| **OVERALL PURPOSE AND OBJECTIVE OF THE ROLE:**To develop strong community partnerships in order to develop co-curated activity and projects that will ensure a resilient and sustainable service for Coventry’s communities and support teams to create audience focused programming.*This position falls within a shared-services working arrangement and as such you will be required to carry out tasks at a range of sites that are either operated or managed by the Company or where services are delivered by the Company* |
| **MAIN DUTIES AND RESPONSIBILITIES:-*** Contribute to the development of the strategic audience engagement policy in consultation with external and internal partners; liaising with local and regional community groups, third sector agencies, service providers, commissioners and service buyers.
* Build a strong partnership with community groups, third sector organisations and service providers to develop and deliver sustainable services, projects, activities and events to engage the diverse audiences of Coventry.
* Review current offer to identify opportunities for new creative programmes that are revenue generated based on the collections, exhibitions and services within the Trust’s portfolio.
* To build key partnerships with local commissioners, service buyers and stakeholders to develop sustainable streams of revenue.
* Work closely with the Communities and Learning Manager to ensure a coordinated approach to community engagement.
* Schedule, train and supervise sessional workers as and when the need arises, ensuring within delegated budgets.

**GENERAL RESPONSIBILITIES:-*** To embrace and lead by example on the company’s key values;
* Identify and review risks with your Line Manager as part of the organisational risk register;
* Contribute to the ongoing review and development of the Trusts policies and procedures to support continuous improvement;
* Ensure adherence to all Trust policies and procedures;
* Ensure your teams comply with and understand all Health & Safety policies and requirements;
* Support and input into the organisational digital strategy as required;
* Identify and collaborate with potential key external stakeholders;
* Identify fundraising or sponsorship opportunities and highlight these to your Line Manager; and
* Ensure adherence to the GDPR in respect of all data collected and maintained.
* To carry out tasks at a range of sites that are either operated or managed by the Company or where services are delivered by the Company.
* To promote Equality and Diversity and ensure full compliance with Company policy.
* To undertake other duties and provide short-term cover where necessary, as specified by Management, which are appropriate to your qualifications, experience and general level of your position.
 |
|  |
|  |  |

|  |  |
| --- | --- |
| PERSON SPECIFICATION |  |
| **Criteria** | **Essential** | **Desirable** | **Evidence** |
|  |
| Postgraduate Qualification in professional museum or heritage qualification. |  | X | Application |
| Experience in planning, developing and delivering large scale events, activity and projects. | 🗹 |  | Application/Personal Statement/Interview |
| Experience of developing commissionable community-based services |  | 🗹 | Personal Statement/Interview |
| Identifying, generating and managing external funding | 🗹 |  | Application/Personal Statement/Interview |
| Working knowledge of Equality and Diversity | 🗹 |  | Application/Personal Statement/Interview |
| Experience of working with communities within a heritage setting | 🗹 |  | Application/Personal Statement/Interview |
| Experience of supporting audience engagement strategies and policies | 🗹 |  | Application |
| Demonstrate an up to date knowledge and understanding best practice audience engagement | 🗹 |  | Application/Personal Statement/Interview |
| Competent in skills in IT | 🗹 |  | Application/Personal Statement/Interview |
| Strong communication and interpersonal skills. | 🗹 |  | Personal Statement/Interview |
| To collate and analyse data for report writing | 🗹 |  | Personal Statement/Interview |
| Excellent negotiation and interpersonal skills for establishing and maintaining positive relationships with project partners, stakeholders, service commissioners and community organisations or members. | 🗹 |  | Personal Statement/Interview |
| Excellent organisational, logistical and time management skills to manage complex projects to meet funder and organization requirements. | 🗹 |  | Application/Personal Statement/Interview |
| Self-motivated and able to work on own initiative as well as in a multi-partner team. | 🗹 |  | Application/Personal Statement/Interview |
| Ability to deliver results whilst under pressure | 🗹 |  | Application/Personal Statement/Interview |
| Readiness to help people and the ability to respond to differing needs e.g. disable, children, diverse cultures and differing levels of understanding. | 🗹 |  | Application/Personal Statement/Interview |

**Date Created:** July 2019

**Date Amended:**