

JOB DESCRIPTION



ROLE: Community Engagement Officer

LOCATION: Multiple Sites

RESPONSIBLE TO: Community and Engagement Manager

RESPONSIBLE FOR: N/A

CONTRACT: Fixed Term for 14 months

WORKING HOURS: 30

SALARY: Grade 5

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.

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
Experience in planning, developing and delivering large scale events, activity and projects.	<input checked="" type="checkbox"/>		Application/Personal Statement/Interview
Experience of developing commissionable community-based services		<input checked="" type="checkbox"/>	Personal Statement/Interview
Identifying, generating and managing external funding	<input checked="" type="checkbox"/>		Application/Personal Statement/Interview
Working knowledge of Equality and Diversity	<input checked="" type="checkbox"/>		Application/Personal Statement/Interview
Experience of working with communities within a heritage setting	<input checked="" type="checkbox"/>		Application/Personal Statement/Interview
Experience of supporting audience engagement strategies and policies	<input checked="" type="checkbox"/>		Application
Demonstrate an up to date knowledge and understanding best practice audience engagement	<input checked="" type="checkbox"/>		Application/Personal Statement/Interview
Competent in skills in IT	<input checked="" type="checkbox"/>		Application/Personal Statement/Interview
Strong communication and interpersonal skills.	<input checked="" type="checkbox"/>		Personal Statement/Interview
To collate and analyse data for report writing	<input checked="" type="checkbox"/>		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.	<input checked="" type="checkbox"/>		Personal Statement/Interview
Excellent organisational, logistical and time management skills to manage complex projects to meet funder and organization requirements.	<input checked="" type="checkbox"/>		Application/Personal Statement/Interview

Self-motivated and able to work on own initiative as well as in a multi-partner team.	<input checked="" type="checkbox"/>		Application/Personal Statement/Interview
Ability to deliver results whilst under pressure	<input checked="" type="checkbox"/>		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.	<input checked="" type="checkbox"/>		Application/Personal Statement/Interview

Date Created: July 2019

Date Amended: June 2021