



<b>Job Title:</b>	<b>Community Engagement &amp; Projects Coordinator</b>
<b>Employing Body</b>	<b>Paul Bragman Community &amp; Economic Regeneration Consultants Ltd.</b>
<b>Reporting to</b>	<b>Director</b>
<b>Hours of Employment</b>	<b>37.5 hours</b>
<b>Salary:</b>	<b>£24,000-£28,000 (depending on experience)</b>
<b>Type of Contract</b>	<b>3 year Fixed Term Contract</b>

#### **OVERALL PURPOSE**

1. Be based in Cambridge and work on a development in central Cambridge to;
  - a) Engage residents, community, statutory organisations and businesses in making the area an even better place to live or work.
  - b) Develop strong networks, links and partnerships between community groups, organisations, businesses and residents.
  - c) Co-ordinate engagement activities, stakeholder events and implement local priorities.
  - d) Develop local partnerships, and being accountable in the delivery of their Priorities and Objectives being
2. Manage and deliver key projects and commissions for Community Regen in London and beyond by bidding, planning, delivering and evaluating key projects.

#### **KEY AREAS OF RESPONSIBILITY**

1. Engage local residents, statutory/voluntary sector partners and businesses in a range of activities and projects that improve the local area.
2. Residents, statutory/voluntary sector partners and businesses to participate in and contribute to the planning and delivery of projects building on local skills and assets to address local needs and concerns.
3. Capture residents' concerns and feedback on initiatives and developments.
4. Communicate with residents and partners on projects including updating the website, newsletters and social media.

5. Support partnerships in engagement and consultation with residents, organisations and businesses.
6. Recruit, supervise and train volunteers to support engagement activities.
7. Record participation figures and prepare reports and case studies as required.
8. Plan and deliver community engagement events, training, reviews and awaydays for a range of clients.
9. Supervise work programmes for project staff, volunteers and freelancers.
10. Carry out research around what communities want
11. Develop evaluation frameworks for community engagement that provides clear evidence of outcomes, and social impact
12. Be responsible for the budget attached to the post.

## **OTHER DUTIES**

1. Keep abreast of current practice in community engagement and learning, and actively explore new ideas and methods of working to enhance the programme.
2. Identify external funding opportunities and assist with applications for funding relating to specialist area.
3. Contribute to the environmental sustainability actively.
4. Promote best practice, a focus on continuous improvement and the promotion of these in the delivery of services and employment within the context of equality of opportunity and cultural diversity.
5. Promote best practice in meeting the requirements of Health & Safety legislation and to comply with other relevant statutory legislation and policies.
6. Undertake such other duties, as requested by Community Regen, consistent with the responsibility and grading of the post.

## **SPECIAL FEATURES**

7. Some evening, weekend and bank holiday working will be required.
8. Excellent organisational and written skills are an essential element of this role.
9. You must be a people focused person, self-motivated and a good communicator, with a proven track record of establishing strong professional working relationships, at all levels.
10. Travel between Cambridge and London expected as part of role.

**PERSON SPECIFICATION**

**Community Engagement & Projects Coordinator**

- Hours:37.5 hours per week.
- Usual working days are Monday-Friday.
- Annual Leave: 20 days per annum plus bank holidays.
- Some evening and weekend work required where time off in lieu can be taken.
- The role is based 3 days a week in Cambridge and 2 days a week in London and will require some days where the postholder works from their own home and reports in remotely
- Review meetings will take place quarterly.

**Person Specification**

	Essential	Desirable
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Considerable experience of working within the community and engaging with a range of community, statutory and businesses within a multi-cultural environment.</li> <li>• Experience working with different stakeholders, including residents, community groups, Local Authorities, and businesses.</li> <li>• Experience and confidence with social media such as Facebook, Twitter, Instagram etc in order to promote and communicate key messages and link with others.</li> <li>• Is able to manage projects or specified work allocations within projects.</li> <li>• Inclusive practice and working with diverse communities.</li> </ul>	<p>X</p> <p>X</p> <p>X</p> <p>X</p>	
<p><b>Knowledge:</b></p> <ul style="list-style-type: none"> <li>• Community Development and working with communities</li> <li>• Research methods and approaches plus accessing data websites / demographic data</li> <li>• Data collection for planning and evaluating.</li> </ul>	<p>X</p>	<p>X</p>

	X	
<p><b>Abilities:</b></p> <ul style="list-style-type: none"> <li>• To engage and involve local residents and communities in project development and delivery</li> <li>• To plan and coordinate projects and pieces of work keeping good records and communicating clearly</li> <li>• A demonstrable commitment and enthusiasm for supporting the development of resources and assets within the community.</li> <li>• Ability to accurately collate information and resources in useable formats</li> <li>• Ability to communicate effectively with a wide range of people – both verbally and in writing – demonstrating good judgement and sensitivity and being friendly and approachable.</li> <li>• Friendly and approachable personality with a sense of humour</li> <li>• Ability to organise own work, manage priorities and achieve objectives without close supervision, paying close attention to detail.</li> <li>• Ability to network well on behalf of Community Regen.</li> <li>• Good working knowledge of all computer applications, especially spreadsheets, desktop publishing and email / internet functions.</li> </ul>	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>	<p>X</p> <p>X</p>
<p><b>Other skills or approaches:</b></p> <ul style="list-style-type: none"> <li>• Is passionate about community engagement/development</li> <li>• Is reliable, enthusiastic and motivated</li> <li>• Can work on their own initiative but knows when to refer back</li> <li>• Is flexible and can react to the demands of new contracts and changing workloads</li> <li>• Has a flexible approach and is willing to go the extra mile!</li> <li>• Is available for some evening and weekend work when required and to take time back in lieu</li> <li>• Commitment to working in a team environment yet able to work on own and manage a varied workload</li> <li>• Commitment to equal opportunities</li> </ul>	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>	

<ul style="list-style-type: none"><li>• Enthusiastic and creative approach to developing a new community project</li></ul>	x	
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