

<b>Job Title:</b>	<b>Community Engagement and Projects Coordinator (Cambridge)</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>22.5 hours – with potential to expand</b>
<b>Salary:</b>	<b>£24,000-£30,000 pro-rata (depending on experience)</b>
<b>Type of Contract</b>	<b>3 year Fixed Term Part Time Contract</b>
<b>Base</b>	<b>CB1 Estate, Cambridge</b>

## **BACKGROUND**

This is an exciting opportunity for a passionate engagement coordinator to work in Cb1, a dynamic community in the heart of Cambridge with a mix of residents, local businesses, and students. The role will involve sustaining and developing a range of activities, initiatives and events that benefit all stakeholders in the area as well as maintaining key forums and partnerships that bring residents, businesses, and students together.

## **OVERALL PURPOSE**

- Be based in Cambridge and work on a development in central Cambridge to;
  - a) Be a presence in the area and engage residents, businesses, community, and statutory organisations in making the area and the CB1 community an even better place to live, work and play.
  - b) Develop strong networks, links and partnerships between community groups, organisations, businesses, and residents.
  - c) Co-ordinate engagement activities and stakeholder events to bring the community and businesses together and implement local priorities to sustain connectivity and drive progress.
  - d) Develop and support a local business forum that brings local businesses together and support their shared interests and activities.
  - e) Develop local partnerships to help ensure local agencies are responsive and accountable to local needs.

## **KEY AREAS OF RESPONSIBILITY**

### **Cambridge Project on CB1 Estate**

- a) Engage businesses, local residents and statutory/voluntary sector partners in a range of activities and projects that improve the local area.
- b) Provide residents, statutory/voluntary sector partners and businesses the opportunity to participate in and contribute to the planning and delivery of projects that build on local skills and assets to address local needs and concerns.
- c) Capture residents' and businesses' concerns and feedback on initiatives and developments.
- d) Communicate with residents, businesses and partners on projects including attending and facilitating meetings, updating the website, newsletters, and social media.
- e) Support partnerships in their engagement and consultation with businesses, residents, and organisations.
- f) Recruit supervise and train volunteers to support engagement activities.
- g) Record participation figures and prepare reports and case studies as required.
- h) Supervise work programmes for project staff, volunteers and freelancers.
- i) Carry out research around communities and business's needs.
- j) Develop an evaluation framework for community engagement that provides clear evidence of outcomes, and social impact
- k) Be responsible for the budget attached to the Cambridge post.
- l) Contribute to and lead funding applications as required

### **Other Duties**

- a) Keep abreast of current practice in community engagement and learning, and actively explore new ideas and methods of working to enhance the programme.
- b) Identify external funding opportunities and assist with applications for funding relating to specialist areas.
- c) Actively contribute to environmental sustainability in projects.
- d) 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.
- e) Undertake such other duties, as requested by Community Regen, consistent with the responsibility and grading of the post.

## **SPECIAL FEATURES**

- a) Some evening, weekend and bank holiday working will be required.
- b) Excellent organisational and written skills are an essential element of this role.
- c) 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.

**PERSON SPECIFICATION**  
**Community Engagement officer**

- Hours: 22.5 hours per week.
- Working days are quite flexible but usual working days are Monday, Wednesday, and Friday
- Annual Leave: 12.5 days per annum plus bank holidays.
- Some evening and weekend work required where time off in lieu can be taken.
- The role is a part time role based 3 days a week on an estate in Cambridge – there will be an office base in Cambridge for the postholder to work from and the postholder will work from their own home and report in remotely until lockdown measures change
- 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> <li>• Experience of research, analysing data and writing reports</li> <li>• Experience of working with and/or delivering services for young people and black, asian and minority communities</li> </ul>	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>	<p>X</p>

<b>Knowledge:</b>		
<ul style="list-style-type: none"> <li>• Community Development and working with communities</li> </ul>	X	
<ul style="list-style-type: none"> <li>• Research methods and approaches plus accessing data websites / demographic data</li> </ul>		X
<ul style="list-style-type: none"> <li>• Data collection for planning and evaluating.</li> </ul>	X	

<b>Abilities:</b>		
<ul style="list-style-type: none"> <li>• To engage and involve local residents and communities in project development and delivery</li> </ul>	X	
<ul style="list-style-type: none"> <li>• To plan and coordinate projects and pieces of work keeping good records, reporting and communicating clearly</li> </ul>	X	
<ul style="list-style-type: none"> <li>• A demonstrable commitment and enthusiasm for supporting the development of resources and assets within the community.</li> </ul>	X	
<ul style="list-style-type: none"> <li>• Ability to accurately collate information and resources in useable formats</li> </ul>	X	
<ul style="list-style-type: none"> <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> </ul>	X	
<ul style="list-style-type: none"> <li>• Friendly and approachable with a sense of humour</li> </ul>	X	
<ul style="list-style-type: none"> <li>• Ability to organise own work, manage priorities and achieve objectives without close supervision, paying close attention to detail.</li> </ul>	X	
<ul style="list-style-type: none"> <li>• Ability to network well on behalf of Community Regen.</li> </ul>	X	
<ul style="list-style-type: none"> <li>• Good working knowledge of all computer applications, especially spreadsheets, desktop publishing and email / internet functions.</li> </ul>	X	
<ul style="list-style-type: none"> <li>• Ability and confidence to update Wordpress websites</li> </ul>	X	

<b>Other skills or approaches: All are essential</b>		
• Is passionate about community engagement/development	X	
• Is reliable, enthusiastic, and motivated		
• Can work on their own initiative but knows when to refer back	X	
• Is flexible and can react to the demands of new contracts and changing workloads	X	
• Has a flexible approach and is willing to go the extra mile!	X	
• Is available for some evening and weekend work when required and to take time back in lieu	X	
• Commitment to working in a team environment yet able to work on own and manage a varied workload	X	
• Commitment to equal opportunities		
• Enthusiastic and creative approach to developing new community projects	X	