



Role Profile

Reference Number	MUL006
Role Title	Engagement Officer II
Directorate	Multiple
Department	Multiple
Reports to	

Role Purpose

To engage with the community and community groups to understand local needs, inform Council services, and involve the community voice in the Council's decision making. The focus is on empowering, enabling and supporting local communities.

Accountabilities

- Establish links with community groups and organisations, and build relationships with them to encourage greater partnership and to promote opportunities.
- Set-up and support community groups to empower and enable communities to self-advocate and further their interests and needs. This includes advising on their organisation and governance, helping them access training, and attending meetings.
- Identify funding opportunities, both for community groups themselves and for the Council in their work of supporting community groups, to enable community groups to achieve their financial aims that allow them to operate effectively. This includes assisting community groups with applications, processing applications for Council grants, and writing Council applications for external funding related to community development.
- Establish volunteer programmes, recruit and train volunteers, and organise volunteer activities to enable greater community participation in Council and community services.
- Create and co-ordinate community partnership projects to increase community participation.
- Co-ordinate consultation exercises and promote opportunities for communities to scrutinise, contribute to and influence the service, so that the Council can understand community needs and involve the community's voice in decision making. This will include organising focus groups, co-ordinating surveys and administering formal consultation processes.
- Analyse and interpret results of consultation exercises to inform Council decisions and policies.
- Produce communications and marketing materials to promote greater awareness and community engagement with opportunities and Council initiatives.
- Organise community events and activities to encourage community involvement and raise awareness of opportunities.

Knowledge / Skills / Experience required

- Educated to Diploma level or equivalent experience.
- Experience in community engagement and community based work.
- Experience in communications and marketing activity.
- Experience of co-ordinating projects and events.
- Knowledge of community and third sector local organisations.
- Knowledge of grant and funding opportunities.
- Knowledge of community group governance and best practice.
- Ability to plan and manage own workload.
- Ability to influence, persuade, and engage with people using empathy.

Dimensions of role

- This role does not have any supervisory or management requirements, but may supervise some volunteer activities.
- This role does not manage any direct budgets.
- Planning will typically be over days and weeks.

Notes

Date:	01/02/2021
Working Conditions:	<ul style="list-style-type: none"> • Working conditions do not have a material impact on the nature of the job, once all reasonable actions have been taken to moderate or eliminate them.
Working Arrangements:	<ul style="list-style-type: none"> • No specified working arrangements outside of a normal working pattern.