**Job Description**

**Role Profile**  **Community Engagement Officer - Environment**

**Service/Team** **Environment**

**Reports to** **Greenspaces Development Manager**

**Number of posts** 1

**Post number** N/A New Role

**Career Grade** G

**My job improves the quality of life for the people of Bournemouth Christchurch and Poole by** engaging people in accessing greenspaces and countryside areas across BCP and by encouraging and enabling them to help how we shape and sustain these areas.

**Job Overview**

The purpose of this role is to engage with our communities, voluntary and community sector, businesses, visitors, people who work, study, live and visit here to help shape and sustain greenspaces and countryside areas in BCP. The role holder will help improve the quality of BCP’s green spaces, countryside and their facilities for people and wildlife through volunteering programmes and community management activities.

**Key Responsibilities are to:**

* establish links with communities, community groups/organisations, providing advice, guidance and build relationships to encourage greater partnership.
* lead on the creation, development and co-ordination of community participation and volunteering in greenspaces, our parks, countryside and protected areas.
* produce communications and marketing materials to promote greater awareness of community engagement opportunities.
* organise and/or commission the services of internal and external partners to ensure provision of a high-quality programme of volunteer activities.
* work with internal and external stakeholders to create and develop partnership projects to increase community participation.
* provide support to community groups and stakeholders through training, advice and signposting.
* develop an approach for community management of open spaces, promoting and co-ordinating this scheme, including arranging licences and community agreements providing for signposting to appropriate advice, and ensuring that spaces are managed for both people and wildlife.
* investigate the potential for appropriate stakeholder forums ensuring that residents and interest groups are at the heart of everything we do. Subsequently, establish and co-ordinate such forums.
* analyse, interpret, and disseminate results of any engagement, providing accurate data and insight to enable evidence-based decision making and to comply with legal and good practice guidelines.
* develop, promote and co-ordinate a student placement scheme.
* supervise placement students, volunteers and temporary staff including allocation and checking of work;
* co-ordinate and publicise a programme of public activities, including promotion and commissioning of activities delivered by partners.
* oversee budgets in relation to volunteering and engagement.
* identify and secure suitable internal and external funding streams supporting promotions.
* undertake procurement and tendering of internal and external contractors, goods, and services in line with the Corporate Procurement Strategy and Financial Regulations.
* work in a joined-up way with communities, partners and internal stakeholders who have an interest in and contribute to greenspace development and countryside management in BCP.
* lead, plan, organise and prioritise own workload whilst being flexible to changes and competing deadlines, demands and expectations.
* introduce measures in specialist areas that allow for a constant review on whether the work carried out is meeting the customers and councils purpose.
* regularly lead and attend meetings, site visits and events on site.
* attend appropriate contractual meetings and make site visits where appropriate to manage contractual performance.
* co-ordinate all allocated work streams under the guidance of the line manager to ensure that projects meet defined outcomes and deadlines.
* undertake such other duties as may be required from time to time commensurate with the level of the post.
* comply with all decisions, policies and standing orders of the Council and any relevant statutory requirements, including the Equality Act, the Health and Safety at Work Act and Data Protection Act.
* work to the direction of line manager to provide cross-cover or additional capacity in response to pressures within the team.

**Specific Qualifications and Experience**

* 3 A levels, NVQ 4, HND or diploma or equivalent experience
* Ability to analyse data and interpret customer information, highlighting relevant trends or issues to managers to support informed decision making
* Good knowledge of ICT including Excel, Word, Outlook, and other programmes relevant to the role

**Previous experience, knowledge of and ability to:**

* Engage with communities and work in consultation with residents, stakeholders, and community groups,
* influence, persuade, and engage with people creating volunteer opportunities/programmes
* produce communications and marketing activities
* co-ordinate projects and events
* provide advice and guidance to a range of diverse stakeholders, communities, and individuals
* compile proposals on grant and funding opportunities working with Greenspaces Development Manager where needed
* plan and manage own workload

**Personal Qualities & Attributes**

* Confident communicator with sound interpersonal skills
* Ability to work effectively under pressure, prioritise and forward plan
* Ability to co-ordinate work across multi-skilled teams
* Ability to pass on detailed information to others in a manner that is appropriate and effective

**Job Requirements**

Must be able to travel, using public or other forms of transport where they are viable, or by holding a valid UK driving licence with access to own or pool car.