



Job Description

Job Title: Communities & Engagement Officer

South Cumbria Rivers Trust

Project Title: Conserving Coniston and Crake

Responsible to: The Executive Committee, South Cumbria Rivers Trust

Line Manager: SCRT Team Leaders

Supported by: Project Officer, Conserving Coniston & Crake

Project Steering Group, Coniston & Crake Catchment Partnership

Dimensions of Role: Detailed planning, preparation and delivery of a wide range of events and activities to raise awareness and engage the local and wider communities in the Conserving Coniston & Crake Heritage Lottery Funded project. The project will run over a period of three years, and aims to improve water quality, habitat and biodiversity in this important area of the Lake District

Delivering SCRT's policies through the Coniston & Crake Catchment Partnership's strategy and projects

Working with the Coniston & Crake Catchment Partnership's Steering Group

Ensuring that the Conserving Coniston & Crake Heritage Lottery Funded Project is a success

Specifically: Review the project activity plan with the Project Officer and agree target audiences for engagement activities in order to ensure project sustainability.

Review and prioritise proposed activities in the light of target audience reassessment.



Prepare a communications plan to marry key themes and messages with target audiences and proposed media and communication activities.

Coordinating the Project's public and media relations, website and social media to ensure effective communication with all audience groups

Planning and executing a comprehensive programme of community awareness raising, engagement and educational activities and events aimed at agreed target audiences. This will include some, or all of the following:

- Representing the Project at local shows and events
- With local artists, creating and implementing a community arts programme around the catchment
- Working with partners to design interpretation boards, leaflets and other information to be used throughout the lifetime of the project and beyond
- Working with schools, outdoor education centres and other local organisations to deliver a variety of projects and workshops
- Engaging with the local community to explore and record the history and memories of Coniston Water
- Recruiting, motivating and managing Project volunteers, including Community Champions

Contributing to the development of the Project's Legacy Management Plan

Supporting the Project Officer throughout the delivery phase of the Project

Regular reporting of project status towards achieving project outputs and milestones via SCRT Team Leaders and SCRT reporting mechanisms.

Location: The successful candidate will be prepared to adopt a flexible approach. A significant proportion of time will be spent working within the catchment communities. The candidate will be based at the SCRT offices nearby.

Duration of the Post

Three years (to end June 2020), full time



Key Accountabilities

General

- Working with catchment communities, the Project Steering Group, SCRT, and relevant organisations to develop and deliver a range of community activities and events
- Ensuring that the Project achieves its agreed strategic objectives and activities as defined by its Steering Group and the SCRT and as stipulated in the proposals approved by HLF
- Ensuring that all Project activities are based on the principles of sustainability, sound scientific knowledge and good working practices, and include effective Health and Safety arrangements
- Ensuring that all organisations and communities associated with the Project are well informed about its objectives, activities and progress, and their opportunities for involvement
- Publicising the Project's successes through all forms of media

Personnel Management

- Recruiting, leading, training and motivating volunteers
- Liaising effectively with community organisations which support/provide voluntary assistance
- Providing, wherever possible, opportunities for volunteers to develop their skills, including liaison with educational and training institutions to provide enhanced training opportunities when appropriate
- Ensuring full and timely communication with all volunteers
- Ensuring that all legal requirements for the Trust are met, including Health and Safety arrangements.

Networking, Communicating, and Training

- Maintaining excellent relationships with catchment communities and businesses, landowners, conservation bodies, and other relevant organisations
- Ensuring that the Trustees are kept fully informed about the Project's progress
- Representing the Project in local and national fora, including undertaking appropriate training opportunities
- Keeping communities, Trustees, and relevant external bodies informed about the Project's work by providing and being involved with talks, presentations, training, and other events; contributing to the SCRT website and, where required, other websites



Terms and Conditions

- The appointment will be full-time and for 3 years. See further information above ('Duration of the Post')
- Salary will be by negotiation and at a point on the SCRT scale which acknowledges the qualifications and experience of the successful candidate
- Reasonable expenses, including a mileage allowance, will be paid
- This is a full-time post requiring flexibility in working hours, including some evening and weekend working
- Annual leave entitlement is 22 days plus public holidays
- A contributory pension scheme will be offered
- A letter will be required from the applicant's GP confirming his/her fitness to carry out the duties associated with this post
- Candidates for this post are required to declare any previous or pending charges of a criminal nature
- The successful candidate will need a current driving licence and suitable transport, and will be expected to live within reasonable travelling distance of the catchment area

SCRT is an Equal Opportunities employer.

www.scrt.co.uk



South Cumbria Rivers Trust is registered in England and Wales as a company limited by guarantee.
Company Registration No: 5763380. It is also a registered Charity: No 1114682
Head Office: The Clock Tower Business Centre, Low Wood, Ulverston, Cumbria. LA12 8LY.

