

Job Description – Community Engagement (Torbay)

Location: Home-based.

Contract: Permanent

Salary: £26,632 Pro rata

Hours: 18.75hrs per week (occasional weekend and/or evening working may be required)

Responsible to: Community and Volunteer Manager

Context: SWCPA's Community Engagement work

We are looking for a Torbay based enthusiastic and experienced community engagement specialist to help us continue to drive forward SWCPA's local work in this area. The purpose of the role is to help overcome access barriers and engage a wider range of people in walking and related subjects such as climate change, natural history and heritage, particularly from deprived urban centres around the length of the Path as part of our Coast path Connectors programme of walks. To do this we will be training community engagement volunteers, to act as walk leaders, walk supporters, points of contact and advocates for the Coast Path in their local community.

This role is part of our wider SWCPA's community engagement will work across 5 hub areas, working alongside well established voluntary/community organisations. These partners will help us to identify and recruit participants and deliver a programme of training and activities within our hub communities. The project will open up coastal walking to a range of new audiences including deprived urban and rural communities, young people and people with wellbeing/mental health needs, resulting in a stronger local foundation for the SWCPA and a sustainable local network of new volunteers. The individual will also be the local eyes and ears for the Coast Path, engaging with wider stakeholders such as local businesses and Way Makers.

Role Purpose

To undertake local day-to-day management of community engagement activities and support the establishment of a network of new volunteers and new walking programmes, Community Engagement officers will report to the Community and Volunteer Manager. They will provide support for local volunteers and assist in the development and delivery of training and outreach activities in their local area.

Principal tasks will be:

- To coordinate and support delivery of community engagement activity in their local area and lead walking programmes where needed.
- To work with regional partner organisations to recruit volunteers
- To undertake publicity for project activities and events, in partnership with regional organisations, raising awareness of SWCPA and the natural history and heritage in the local areas.
- To build and strengthen local networks of contacts, partner organisations and delivery providers including environmental, youth and community organisations.
- To work with the Community and Volunteer Manager to develop, devise and finalise regional training and events programmes for volunteers/local communities/the public.
- To undertake regular feedback and evaluation, keep records and attend meetings as required.

Main Duties and Responsibilities

Volunteer Management

- Work with the Community and Volunteer Manager and local partner organisations to identify key target audiences in the local area, and a local recruitment plan.
- Build local network of organisations and outlets to assist with volunteer recruitment and retention.
- Recruit volunteers to the project, in line with project and local targets.
- Support volunteers through the training programme, acting as a first point of contact, a support and mentor where needed.
- Develop and deliver ongoing programme of events on the Coast Path, and other engagement activity for volunteers and the general public.

Events and training

- To lead walking programmes with local community partners
- Support volunteers in leading walking programmes
- Work with regional partners, colleagues and other contacts to develop a local training plan for volunteers.
- To support delivery of the training plan, including contacts and bookings.
- Work with Community and Volunteer Lead to ensure that the work is delivered on schedule, that appropriate milestones are reached and that the key outcomes are achieved.

Partnerships and Publicity

- Act as an advocate for the South West Coast Path, the SWCPA and the Coast Path Connectors team across the region
- Working creatively to engage new project and delivery partners representing a range of audiences
- Provide information about the project and its benefits through channels such as posters, leaflets, social media, displays, talks.
- Liaise with other stakeholders to identify and promote opportunities for volunteering along the SWCP.

Administration and Record Keeping

- Establish and maintain a directory of local contacts
- Keep up-to-date records of participants and expenditure
- Contribute to Coast Path Connectors Volunteer Handbook
- Ensure all record keeping and project activity is in line with GDPR and other guidelines
- Gather information for monitoring, evaluation and future publicity
- Report progress regularly to Project Manager and colleagues

Person Specification

Experience	Essential	Desirable
<ul style="list-style-type: none"> • Experience of working in voluntary, community, health, educational, or environmental heritage settings 	X	
<ul style="list-style-type: none"> • Experience of developing or delivering training and working with volunteers 	X	
<ul style="list-style-type: none"> • Experience of supporting recruitment, induction, management and retention of volunteers 		X
<ul style="list-style-type: none"> • Experience of event planning and publicity 	X	
<ul style="list-style-type: none"> • Experience of distance working and/or working over a wide geographical area 		X
Knowledge		
<ul style="list-style-type: none"> • Good local knowledge and contacts 	X	
<ul style="list-style-type: none"> • Ability to multitask/to work concurrently on a number of different tasks and ensure tasks are completed to timescale 	X	
<ul style="list-style-type: none"> • Good general administrative skills with computer literacy, including familiarity with Microsoft applications, social media and video conferencing. 		X
<ul style="list-style-type: none"> • Knowledge working with a range of different and underserved audiences 	X	
Personal Attributes		
<ul style="list-style-type: none"> • A 'people' person with a love of the outdoors 	X	
<ul style="list-style-type: none"> • Well organised with good time management skills 	X	
<ul style="list-style-type: none"> • Excellent communication and interpersonal skills 	X	
<ul style="list-style-type: none"> • Commitment to SWCPA aims and objectives 	X	
<ul style="list-style-type: none"> • Full clean driving licence, with access to a vehicle 		X