

Job Description: Community Engagement Officer

Post Title	Pendle Hill Landscape Partnership Community Engagement Officer
Function	To oversee community engagement activity in the LP scheme
Post Type	Full Time (37 hours/week) fixed term 4 year contract
Responsible to	LP Scheme Manager
Responsible for	Sub-contractors, volunteers and consultants

Purpose of the post

As Pendle Hill lies close to the Pennine Lancashire communities of Nelson, Burnley, Colne and Clitheroe it is important that these populations, and in particular the LPs target audiences of young people; the black, Asian and minority ethnic (BAME) communities; and traditionally 'hard to reach' communities and individuals; are included in all aspects of the LP scheme.

The LP Community Officer will therefore play a key role in delivering the community engagement aspects of the Pendle Hill LPS.

The Community Officer will deliver the 'People Enjoying Nature' project, the Pendle Hill Fund and the Volunteering and Learning projects and will support 'The Gatherings': our thread of creative activity which weaves through the various LP projects. They will also oversee the Community Archaeology project by commissioning and supervising a freelance project officer and specialist trainers. The Community Officer will also be expected to support, monitor and advise on scheme wide aspects of volunteering, learning, and a key aim of the scheme: *to engage a wider range of people in heritage activity.*

Pendle Hill Landscape Partnership

Pendle Hill is an iconic landmark to many Lancastrians, yet it has two very different sides and its summit acts as a divide between places, people and economic activity. This exciting programme looks to gather together the two sides of the hill and re-connect people with their landscape and their past, to safeguard the area's wildlife and heritage and to improve people's access to this popular countryside area. We will do this by providing opportunities for training and volunteering; by supporting research and devising digital interpretation to inspire a new generation about our heritage; by restoring important wildlife and landscape features, and by working with communities to re-tell the stories of radical Pendle people. This programme will increase pride in this special place and raise aspirations amongst communities, and it will bring in new investment to support the environment and the economy.

Forest of Bowland AONB

The Forest of Bowland AONB was designated in 1964 with a primary purpose to conserve and enhance 800 square kilometres of important upland landscape within Lancashire and North Yorkshire. An Area of Outstanding Natural Beauty (AONB) is designated and protected under the 1949 National Parks and Access to the Countryside Act, with protection further enhanced by the Countryside and Rights of Way Act 2000.

The AONB is managed by a partnership of landowners, farmers, voluntary organisations, wildlife and recreation groups, local councils and government agencies. Representatives from these groups sit on the Forest of Bowland AONB Joint Advisory Committee (JAC). The JAC is supported by a number of themed working groups that assist in the delivery of the AONB Management Plan.

Main responsibilities

This post will oversee community engagement activity throughout the scheme, delivering activity via a number of projects and also encouraging, mentoring and advising other project leads in how to successfully widen engagement.

1. Project delivery

- I. Responsible for delivery of 2 LP projects: The Pendle Hill Fund (a small community grant scheme) and the PEN project (People Enjoying Nature, providing purposeful visits to the countryside for people dealing with mental health and social isolation issues)
- II. Responsible for overseeing a) the introduction to volunteering element of the Volunteering and Learning project (widening access to volunteering), and b) the Community Archaeology project, including recruiting and managing the freelance position and the annual internship
- III. Providing support to and monitoring of the delivery of The Gatherings and Pendle Radicals projects
- IV. For projects I and II above this will require undertaking the organisation, promotion, practical leading and evaluation of sessions, which are appropriate to the audience and which engage people in a wide variety of LP activity. You will also be required to manage project budgets and deliver the required outputs, generating financial claims and reports as required
- V. The Pendle Hill Fund will need to be effectively administered and managed, ensuring the grants panel are supported and the Fund is well promoted and fairly distributed

2. Supporting engagement

- I. Provide encouragement and advice to other project lead partners to adopt inclusive community engagement activity or practices, utilising the LP Audience Development Plan and Community Engagement Toolkit as required
- II. Promote and support uptake of the Pendle Hill Volunteer Toolkit and Manager's Handbook to ensure all staff are aware of policies, procedures and support available in working with volunteers

3. Partnership development

- I. Develop a wide network of contacts and understanding of local communities within and adjacent to the Pendle Hill LP area, in particular the traditionally 'hard-to-reach' groups and those identified as the target audiences for the LPS
- II. Regularly attend the LP Project Management Group to identify opportunities and needs for volunteer and community involvement in project delivery and to advise on community engagement
- III. Provide reports, case studies and promotion of community engagement for the LP scheme as required

Person Specification

This will be a busy and rewarding role, juggling both practical project delivery and co-ordination across the scheme. It will require stamina, good humour, inspirational qualities and a passion and commitment to widening community engagement in landscape and heritage activity.

Experience

Essential

- Practical experience of community engagement or community development work
- Project management including financial management and delivery of outputs to time
- Proven experience of identifying and engaging with 'hard to reach' groups

Desirable

- Voluntary work
- Working with people with mental health issues
- Working with young people and BAME communities
- Organisation and delivery of practical conservation or countryside management work with volunteers

Knowledge

Essential

- Thorough knowledge of community development and engagement techniques
- Degree or equivalent in appropriate discipline
- Knowledge of the barriers to inclusion in heritage and landscape projects

Desirable

- Knowledge of the Pendle Hill area, local communities and the voluntary and community sector
- Understanding of mental health issues

Skills

Essential

- Ability to motivate, lead and deliver practical volunteer activity
- Ability to work alone and as part of a small busy team
- Excellent communication skills

Desirable

- Training and/or teaching skills

Further Information

Office base: to be arranged

Working hours: 37 hours a week, some evening and weekend work will be required for which time off in lieu can be taken.

Reasonable travel is expected as part of the job, expenses will be paid for use of a private vehicle which you will be expected to be able to provide and drive

Term of appointment: four year fixed term contract (April 2018 – March 2022)

Salary: Lancashire County Council grade 7 (from £23,866)