

JOB DESCRIPTION

POST:	Making Space for Sand – Community Engagement Project Lead
JOB PURPOSE:	To lead on Community Engagement in line with the aims and objectives of the Making Space for Sand project.
RESPONSIBLE TO:	Volunteer Cornwall (VC) and Chair of the Cornwall Community Flood Forum (CCFF) as daily Line Manager, with support and direction from Making Space for Sand project team.
DBS CHECK:	Basic
HOURS:	37½ hours (full time). However, flexible part time working would be considered for 18¾ - 37½ hours.
LOCATION:	Work from home and/or Volunteer Cornwall head office in Truro
CONTRACT:	Following a 3-month probationary period, the initial contract is funded to March 2027 with the possible potential for an extension.
EMPLOYED & HOSTED BY:	Volunteer Cornwall

CCFF's Mission:

To be the lead non-statutory organisation in Cornwall improving community flood resilience through the delivery of support and provision of resources to communities at risk of flooding. CCFF is a community led Charitable Incorporated Organisation (CIO) committed to supporting communities, households and businesses throughout Cornwall.

Making Space for Sand

The aim of the Making Space for Sand project is to identify the effects of climate change, past, present and future by information gathering and analysis in partnership with the University of Plymouth, South-West Coastal Monitoring, Cornwall Wildlife Trust and Cornwall Council. This data will then be used for modelling and visualisation of these changes in order to provide an evidence base and enable engagement with the voluntary sector and community networks to develop local adaptation and resilience plans.

The Community Engagement Project Lead will support the Making Space for Sand project in building community resilience to the impacts associated with rising seas, coastal flooding and erosion. The aim of community engagement will be to gather information on stakeholder understanding of global warming, sea level rise and its local impacts. This will be done by running a Community Engagement Events programme. Part of the programme will be conducting and evaluating community readiness surveys. These will be used to gauge how well community understanding has improved as they become more involved in the engagement programme and in the project. The ultimate aim is that this learning will be used by coastal communities to help them improve their response to coastal flooding events. This will be achieved through the creation of Community Resilience Action Briefs (CRABs) and on a small number of sites the development of Coastal Adaptation Plans (CAPs).

The postholder will work collaboratively with other officer(s) within Cornwall Community Flood Form to facilitate engagement activities and organise conference events and create resilience within the project.

KEY TASKS:

1. Communication, support and delivery

- 1.1 The Community Engagement Project Lead will focus on community engagement and empowerment through the following actions:
 - Running resilience engagement events to help communities develop Community Resilience Action Briefs (CRABs).
 - Help in the development of Coastal Adaptation Plans (CAPs).
 - Identifying and supporting community champions.
- 1.2 To develop and nurture collaborative relationships and partnerships that deliver new and innovative approaches to climate change, coastal flooding and erosion and sea level rise.
- 1.3 To undertake effective engagement with stakeholders and partners (including less well engaged) – such as events, seminars, workshops, training sessions and other initiatives.

Through the Making Space for Sand project partnership, support will be provided to enable the postholder to achieve the above objectives.

2. Information Technology

- 2.1 To manage the operation and maintenance of any data and other IT systems required for the project.
- 2.2 To provide management information and reports from the database as requested.

3. Finance

- 3.1 To work efficiently with due regard for the economical use of VC and CCFF time and resources, and maintain financial records as required.

4. Administration and Organisation

- 4.1 Ensure that all necessary paperwork is completed accurately, on time and is processed in line with VC's and CCFF's policies and procedures.

5. Quality Management

- 5.1 To ensure that VC and CCFF meet their obligations to volunteers, clients, partner organisations and the wider community and comply with all relevant legislation relating to their activities.
- 5.2 To ensure that all VC and CCFF policies and procedures are adhered to and set a personal example in implementing Climate and Ecological Emergency Plan, Health & Safety, Information & Diversity policies.
- 5.3 To work with partners to ensure a consistency of approach to quality working in line with VC and CCFF's standards.
- 5.4 In the spirit of good teamwork, willing to undertake all other reasonable duties as directed by the relevant Manager.

6. Information Governance and Data Quality

- 6.1 To maintain manual recording and reporting systems where automated reporting is either impractical or unavailable.

7. Values Driven Work

- 7.1 To support VC's overarching business strategy: "A Sense of Direction" with the key objectives: Climate Emergency, Connecting, Supporting, Strengthening & Improving.
- 7.2 To ensure that VC lives by the 4 values which are to be: Creative, Caring, Collaboration and Challenging.

PERSON SPECIFICATION

Making Space for Sand - Community Engagement Project Lead

Essential Skills

Key Task 1 - Communication

- 1.1 Demonstrate the ability to consider and work with a range of factors and partners creatively and with ambition whilst balancing potential risk and gains.
- 1.2 Demonstration of excellent professional communication skills verbally and in written form, including social media and building relations with stakeholders.
- 1.3 Demonstration of understanding and focus on customer satisfaction.
- 1.4 Demonstration of exceptional customer service – you understand and are attentive to the needs of others.
- 1.5 Demonstration of ability to listen to the views of others and seek them out.
- 1.6 Demonstration of support and consideration for others.
- 1.7 Demonstration of working well with colleagues and partners and acknowledge the different ideas, perspectives, and backgrounds of other.

Key Task 2 - Experience

- 2.1 Experience of administration and project co-ordination in the Third/public/charity sector.
- 2.2 An understanding and knowledge of environmental issues and climate change and a passion to support climate change initiatives in a sensitive way.
- 2.3 Experience of and skills in partnership and community work, building effective relationships and working with partners to make a difference on the ground.
- 2.4 Promoting, organising and running community events using creativity to ensure stakeholder engagement.

Key Task 3 - Information Technology

- 3.1 To have experience and skills of ICT use within the work context.
- 3.2 To be competent in the use of Microsoft applications including spreadsheets or databases.
- 3.3 Experience of updating websites and social media feeds.

Key Task 4 - Finance

- 4.1 To manage time and other resources effectively in the achievement of agreed objectives.

Key Task 5 - Administration and Organisation

- 5.1 To have the ability to maintain accurate and timely financial and administrative records.
- 5.2 The ability to track and evidence outcomes and successes.
- 5.3 To be a good organiser with good time management skills.
- 5.4 To be a good mediator and negotiator.
- 5.5 To be committed to the protection and safeguarding of children, young people and vulnerable adults.
- 5.6 To share information and expertise with others.
- 5.7 To be honest, respect and build relationships of trust.
- 5.8 To share your achievements and acknowledge the achievements of others.

Key Task 6 – Quality Management

- 6.1 To have awareness of personal responsibilities under current legislation, particularly Climate and Ecological Emergency, Health & Safety, Diversity and Data Protection regulations.
- 6.2 To have the ability to learn different administrative systems.
- 6.3 Willing to work flexibly as a member of a team.
- 6.4 Excellent time management and able to work effectively from home.
- 6.5 Ability to work in a job share arrangement if required.
- 6.6 Ability to work independently and unsupervised.

Key Task 7 – Information Governance and Data Quality

- 7.1 To be able to set up and maintain large information systems.