# Job Description

## Identification of Job

### Job Title

Public Engagement Coordinator

### Function

Operations

### Responsible to

Charnwood Forest Programme Manager

### Responsible for

* Community Engagement Officer
* Heritage Education Officer

### Budgets Held

N/A

## Overall Purpose of Job

Your primary focus will be to help key target audiences and the wider public to explore and connect with the landscape and heritage of Charnwood Forest Geopark.

You will support the Programme Manager in the delivery of the Lottery-funded Charnwood Forest Landscape Partnership Scheme (LPS) and will oversee our public engagement activities including events, our cultural heritage research programme and our Community Heritage Grant Scheme, which supports arts and heritage organisations to deliver their own projects in Charnwood Forest. You will also line manage our Community Engagement Officer, who leads our volunteering and sector support programmes, and our Heritage Education Officer, who leads on developing educational resources and our outdoor learning grant scheme for schools.

## Main Responsibilities

### Public Engagement and the Delivery of the Cultural Heritage Programme

1. To further develop and oversee our inspiring public engagement programme which connects underserved target audiences and the wider public with the fascinating landscape and natural and cultural heritage of Charnwood Forest.
2. To manage our cultural heritage research programme including overseeing contracts to deliver community archaeology digs, archival research, and landscape surveys, all of which will involve local communities and will feed into new interpretation for Charnwood Forest Geopark.
3. To promote and manage our Community Heritage Grant Scheme which provides small grants to arts and heritage organisations to enable them to develop and deliver projects of their own.

### Staff and Contract Management

1. To line manage the Community Engagement Officer and Heritage Education Officer and co-ordinate their work alongside that of external delivery partners and consultants to ensure resources are used efficiently and effectively.
2. To oversee the professional development of line reports and empower them to deliver their work programmes.
3. To review and let a series of contracts with external bodies and co-ordinate their work to ensure high quality delivery of the Landscape Conservation Action Plan that underpins the work of the LPS.
4. To ensure services are procured appropriately and in accordance with National Forest Company (NFC) and National Lottery Heritage Fund rules, and to ensure service contracts are properly managed.

### Administration & Finance

1. To carry out essential administration in relation to public engagement events and activities such as completing risk assessments, managing bookings, applying for licenses, etc.
2. To support the LPS Delivery Team to create engaging content for the Charnwood Forest Geopark social media channels, website and newsletters (training support from colleagues will be available) to keep the public informed about the projects, events and opportunities to get involved.
3. To assist with the monitoring and evaluation of public engagement and volunteering activities for formal and informal reports.
4. To support other members of the LPS Delivery Team and the Partnership with the organisation and delivery of outreach activities and stakeholder events.
5. To work with the Programme Manager and Finance & Administration Officer to ensure efficient financial management of the public engagement programme and any associated contracts.

### Corporate

1. To work with other members of the NFC team to share learning which will benefit the wider National Forest and NFC priorities.
2. To liaise with the NFC Development Team on website, social media, print / interpretation and other media content

## Benefits of working with the NFC

### Salary

This is a part-time post of 22.5 hours (3 days) per week for a fixed term from 12 May 2025 to 31 December 2026. The successful candidate will be appointed within the Higher Executive Officer Grade Band 2 which has a full-time salary range of £35,995 to £39,824. Pro rate this equates to £21,889 to £24,217 per annum.

### Pension

An important part of the pay and reward package NFC offers employees is the option to join the Civil Service Pension Schemes arrangements. These arrangements offer a choice of two types of pensions:

* **Alpha:** This is a career average pension scheme (defined benefit) that has a member contribution rate ranging from 4.6% to 7.35% dependent on your salary. The current employer contribution rate is 28.97% of salary.
* **Partnership pension account:** This is a stakeholder pension with a contribution from the NFC of up to 14.5% based on your age.

### Generous Annual Leave and Bank Holiday Allowance

We offer 30 days’ annual leave and 10.5 days public and privilege holidays. Pro rata this equates to 18 days’ annual leave plus 6.5 days public and privilege leave per annum.

### Staff Bonuses

We offer end of year performance awards to our employees.

### Place of Work

The principal place of work will be at the National Forest Company’s office in the heart of the National Forest at Enterprise Glade, Bath Yard, Moira DE12 6BA. However, we have adopted a more flexible hybrid home/office way of working, subject to the needs of the organisation.

### Learning and Development

Everyone at the NFC is supported to develop their skills and capabilities. All new employees joining will have a full induction to the NFC’s work and our policies. We also encourage our employees to take up volunteering opportunities as a great way to share skills, while developing new insights and stronger links with our communities.

### Staff Wellbeing

We have various measures in place to assist with the wellbeing of our staff including:

* **Flexible working** – to allow for variations in your hours, or working from home, where this is compatible with business needs.
* **Cycle to Work Scheme** – typical savings on a bike can be up to 42%
* **Employee Assistance Programme** – a free and confidential 24/7 telephone advice service available to staff.
* Discounts for gym membership

### Time off in lieu

The postholder will be required to work occasional weekends and evenings for which time off in lieu will be given.

### Travel

The role requires the postholder to travel around the National Forest and Charnwood Forest Regional Park to attend meetings, events and project activities. The NFC will reimburse public transport expenses or, if using your own car, will pay mileage (currently 45p per mile).

### Policies and procedures

All staff are required to abide by organisational policies and procedures and to contribute to the smooth administration of the National Forest Company. This includes promoting and acting as an ambassador for The National Forest.

## Person Specification

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| Experiences and Qualifications | Essential (E) or Desirable (D) | How measured: Application (A) / Interview (I) |
| A relevant professional qualification | D | A |
| Or equivalent experiences gained within heritage, voluntary sector, environmental, education, or similar role | E | A |
| Experience of project planning and management, including budgets | E | AI |
| Experience of liaison with a wider range of partners to deliver a coordinated programme of activities and events | E | AI |
| Experience of developing and delivering training both face-to-face and online | E | AI |
| Experience of developing monitoring and evaluation frameworks for learning activities | E | AI |
| Experience of working with schools and teaching staff to develop learning materials for primary or secondary age pupils | D | AI |
| Experience of Outdoor Education | D | AI |

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| Knowledge | Essential (E) or Desirable (D) | How measured: Application (A) / Interview (I) |
| Knowledge of outreach and community engagement issues | E | AI |
| Knowledge of Charnwood Forest’s heritage and/or a demonstrable interest in history and/or archaeology | D | AI |
| Knowledge of Word processing and spreadsheets  | E | AI |
| A good understanding of monitoring and evaluation processes | D | AI |
| Knowledge of other IT applications, including the ability to create, edit and upload content to websites and social media channels or a willingness to learn | D | AI |

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| Skills | Essential (E) or Desirable (D) | How measured: Application (A) / Interview (I) |
| Excellent inter-personal, written and oral communication skills | E | AI |
| Ability to relate to and liaise effectively with a wide range of people | E | AI |
| Efficient administration and project management skills, including ability to prioritise workloads and meet deadlines | E | AI |
| Ability to develop inspiring public engagement events and activities | E | AI |
| Negotiation skills and diplomacy | D | AI |

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| Personal Qualities and Behaviours | Essential (E) or Desirable (D) | How measured: Application (A) / Interview (I) |
| High level of enthusiasm, self-motivation and initiative | E | AI |
| Flexible and creative outlook | E | AI |
| Positive attitude | E | AI |
| Ability to work independently and as part of a team | E | AI |
| Commitment to environmental issues | E | AI |
| Commitment to equal opportunities and able to comply with all relevant child protection and H&S policies | E | AI |