



Community Engagement Officer

Hours: Full time (37.5 hours per week)

Salary: Up to £25,500 depending on experience

Closing date: 8th August 2016

Interview dates: 18-19th August 2016

APPLICATION PROCESS:

To apply please send a CV to info@mappingforchange.org.uk and a cover letter clearly outlining your experience and why you'd be great at the role advertised.

Mapping for Change (MfC) is a social enterprise spin out of University College London that sits within the university. We provide mapping, geographical analysis and community engagement services for all types of projects and entities across the UK and Europe. Our mission is to empower individuals and communities to galvanize positive change to their local area through the use of mapping, geospatial technologies and the application of geographical information.

THE ROLE

This role provides an exciting opportunity for a person with experience of community and stakeholder engagement to develop and progress the work of Mapping for Change across a range of different communities. The postholder will be involved in (but not limited to) projects to develop tools to reduce barriers for individuals with limited mobility; citizen science programmes that support communities to monitor air quality, and projects seeking to develop new technological tools and collaborative processes to transform public services. This will include delivering workshops, managing meetings and working with community groups and other local stakeholders. The post holder will also be expected to utilise digital communications and mobilisation techniques and will lead on innovation by applying their knowledge across the organisation and ensuring it thinks creatively and imaginatively about how it engages audiences across its programmes.

Working closely with the Managing Director, the Community Engagement Officer will play a key role in developing and delivering on-going and new projects, engaging with stakeholders from a variety of representative parties, including policy makers, NGOs and community groups. There

will be opportunities to shape the community engagement programme, while benefiting from being part of the small but dynamic Mapping for Change team.

The nature of the work undertaken by MfC is varied and will include some national and international travel. Occasional evenings and weekends may be required as dictated by the schedule of community group meetings.

The post is initially a one year contract, with the potential to extend.



Community Engagement Officer

MAIN DUTIES AND RESPONSIBILITIES

- Organising and delivering events such as talks, workshops and roundtable discussions with stakeholders
- Developing high quality and accessible educational resources tailored to specific target groups
- Engaging and establishing relationships with key stakeholders including policy makers, NGOs and community groups
- Building a network of well informed and engaged community groups and providing on-going support and advice to those groups
- Working with communities through the modes of participatory mapping and citizen science to collect, analyse and represent information that is important to them in representations that express their concerns
- Updating the MfC website and social media with news about our work and progress of projects
- Tracking media exposure of MfC and their collaborators
- Writing update reports to funders
- Assisting with equipment maintenance and geographical data digitisation as required

PERSON SPECIFICATION

SKILLS

Essential

- Excellent written and oral communication skills including the ability to give confident and persuasive public presentations
- Ability to design and deliver meetings and workshops to achieve specific outcomes
- Ability to adapt scientific and technical information to the needs of audiences
- Confident and effective in building relationships with different stakeholders, and maintaining a strong network of contacts
- Excellent planning and organisational skills with the ability to effectively time manage complex projects
- The ability to work unsupervised, providing timely evaluation and reports on activities carried out
- Ability to organise oneself, and possibly volunteers, in order to meet stringent delivery deadlines
- Good technical skills and use of Microsoft packages
- A positive and energetic attitude
- A willingness to work evenings and weekends as required

Desirable

- Ability to learn about computer mapping (GIS) and use of online and offline mapping platform
- Familiarity with handling budgets

KNOWLEDGE

Essential

- Experience of organising and facilitating meetings and workshops
- Experience of community engagement in public facing roles
- Experience developing and implementing innovative engagement methodologies which are tailored to the audience
- Experience of developing promotional material in both print and web content
- Sensitivity to the cultural requirements of different communities
- Fluency in spoken and written English
- Experience of monitoring project schedules and preparing progress reports
- Demonstrable ability to learn quickly and put this into action
- Experience of working and communicating effectively with multi-disciplinary teams and within a project environment

Desirable

- A knowledge of the aims and objectives of Social Enterprises
- Experience of fundraising and grant applications
- Previous work with issues affecting mobility
- Experience using social media for public engagement
- Exposure to mapping tools such as GIS and a basic understanding of visualisation of maps
- Experience in managing online platforms (e.g. a website that goes beyond a collection of few pages)
- A wish to explore innovative ways to promote the work of MfC