

Job Description



Job Title:	Community Engagement Co-ordinator
Reports to:	Head of Creative Development
Job Level:	FC07
Responsible For:	No Supervisory responsibility
Job Purpose:	Support the Head of Creative Development on developing and delivering a long-term approach to community engagement based on the Of/By/For All Relevance approach, across three pilot areas in Fife; Kirkcaldy, Levenmouth and Lochgelly.
Key Tasks & Responsibilities:	<p>Project Development</p> <ul style="list-style-type: none">• Developing and delivering creative and cultural activity across the three key areas in collaboration with OnFife staff and community partners based on community feedback• Managing a range of internal and external partnerships with individuals and organisations such as schools, youth and community groups, cross council departments and community planning partners, building users, and OnFife venue managers and their teams across the three key areas• Leading our relevance pilot projects across the three key areas• Leading our commitment to relevance-based community engagement, contributing to programming and planning; bringing creative ideas & added value to activities; developing work in partnership with stakeholders through high quality and innovative practice; monitoring and evaluating impact; and working across OnFife to reposition our services based on community need <p>Community Engagement</p> <ul style="list-style-type: none">• Leading engagement activity in communities as well as leading or co-facilitating community events• Ensuring communities are engaged and supported to have their say about services and issues that affect them, ensuring that their views and perspectives inform OnFife's local service delivery• Identifying and acting on opportunities for meaningful engagement and co creation that bring audiences into our venues and connect with our services <p>Learning & Development</p> <ul style="list-style-type: none">• Leading and supporting a small team of representatives from across OnFife through a 12 month Change Network programme delivered online by Of/By/For All to become more inclusive, equitable, and relevant to our communities• Facilitating training and leadership development sessions for OnFife staff

Programme Support

- Supporting the development of creative and cultural programming based on outcomes from community engagement
- Supporting and generating cross service and interagency partnerships and planning activity and the delivery of OnFife, national and local area priorities
- Managing and supporting partnerships to enrich the current range of arts, cultural and creative opportunities and experiences being planned for and delivered across a range of environments, art forms and cultural themes

Planning and monitoring

- Developing targets and KPIs for the relevance pilot projects
- Monitor and evaluate the impact of the relevance pilot projects across the three key areas against agreed KPIs
- Working with communities to plan, implement and evaluate the impact of creative projects, events and programmes of activity ensuring they are relevant and meet community need
- Ensuring robust evaluation is carried out for all areas of work which is undertaken and that reports are submitted to the Management Team as required and that data analysis is used as evidence of best practice in service design
- Prioritising tasks, setting work targets and monitoring outcomes in relation to the targets and priorities of the Relevance project
- Reporting regularly to Head of Creative Development regarding all activity relating to the Relevance pilots and Change Programme

Finance

- Managing the budgets for the three relevance pilot projects
- Creating and processing invoices following procurement processes
- Reporting regularly on financial implications and impacts of all project work undertaken

Provision of Administrative Systems and Support

- Developing the online presence for the Relevance pilots on both social media and websites by regularly creating and sharing relevant digital content.
- Utilising Trust resources to ensure first class customer service and response. Evaluating effectiveness and working with colleagues and external stakeholders to implement any system changes required.
- Creating, updating, maintaining and sharing spreadsheets and databases specific to individual projects and initiatives to manage their workload and keep others informed.
- Supporting the creative design of presentations, leaflets, newsletters, etc., in promotional activities, presentations to meetings, etc., and co-ordinate the production of the agreed finished article.
- Facilitating meetings, workshops, and training across OnFife and in a range of community settings

Continuous Improvement and Quality Development

- Under the guidance of the Head of Creative Development and in partnership with key stakeholders, drive forward agreed activity and provide reports as required
- Monitor progress and provide final evaluation report

Resources

- Lead on the development of a framework for community-based relevance using learnings from the Change Network programme and own experience to spread effective community involvement practices across OnFife

Consultation and Communications

- Communicating effectively and positively with stakeholders and service users.
- Undertaking consultation with stakeholders and service users as required.
- Liaising with key stakeholders in cultural organisations, community based and voluntary services within an area context, including Elected Members.
- Driving forward the creative use and application of ICT to enable and enhance communications

Research and Information

- Providing information and advice to stakeholders and customers when required

Working Conditions:

This post will be based at Iona House.

Flexible working

You may be required to work at any other place of work within Fife, as reasonably required by OnFife.

Flexibility is required and access to transport is necessary, as there will be travel throughout the region.

Weekend and evening work form a necessary part of the working week, for which enhanced premiums are paid.

Other Duties:

The post holder may be required to perform duties, appropriate to the level of the post, other than those given in this job profile.

The particular duties and responsibilities attached to a job may vary from time to time without changing the overall purpose of the job and would not therefore; justify reconsidering the grade for the job. Such variations would be reflected in an updated job profile.

Person Specification

Community Engagement Co-ordinator

Attributes	Essential	Desirable	Assessment
Experience	<ul style="list-style-type: none"> • Experience in community engagement, youth and social work or audience development in a multi-tasking creative project management environment • Experience of office and project systems set up and maintenance • Experience of relevance-based community work and co creation • Previous experience of providing support to a project team/team in areas of research, evaluation, and analysis • Previous experience in one or more of the fields of – Audience development, community engagement, youth, and social work • Experience of monitoring and analysing data for reporting • Experience of working within formal or/and informal cultural settings • Experience of facilitating meetings and workshops • Knowledge/experience of creating guides and frameworks • Experience of research, evaluation, analysis, and reporting 	<ul style="list-style-type: none"> • Creativity and experience of providing Creative Solutions • Experience of handling petty cash • Press & Media knowledge/ experience • Experience of implementing digital solutions to solve communication and other needs 	Application Interview
Education, Qualifications & Training	<ul style="list-style-type: none"> • SCQF level 8 (HND or equivalent) in Project Management within the Arts and Communities or equivalent, or relevant experience in the area 	<ul style="list-style-type: none"> • An additional qualification in a Community focused subject would be desirable 	Application Interview

Skills, Abilities & Knowledge	<ul style="list-style-type: none"> • Computer skills including word processing, Database work and Spreadsheets • Facilitation skills • Customer centric skills and experience • Excellent report writing skills • Knowledge/experience of project budgeting • Working knowledge and experience in digital media and ICT (Information and Communications Technology) relevant to post • The ability to travel around Fife • Information management skills and knowledge • Ability to relate positively to others from across a wide range of professional and experiential backgrounds • High quality administrative skills 	<ul style="list-style-type: none"> • Computer skills including PowerPoint, and Canva • An enthusiasm and passion for, or experience of ICT, Moving Image, and Multimedia 	Application Interview
Interpersonal & Communication Skills	<ul style="list-style-type: none"> • Excellent communication skills and abilities • Organisational skills and abilities • Excellent verbal and non-verbal communication skills and abilities 		Application Interview