

# JOB INFORMATION PACK

Engagement Coordinator

November 2024



**Chilterns**  
National  
Landscape



Chilterns National Landscape – View from Coombe Hill

Photo: Richard Gillin



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The Lodge, 90 Station Road, Chinnor, Oxon, OX39 4HA

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### Role Information

<b>Role title:</b>	Engagement Coordinator, <i>Not Bourne Yesterday</i> project
<b>Location:</b>	Chilterns Conservation Board, The Lodge, 90 Station Road, Chinnor, Oxon, OX39 4HA
<b>Salary:</b>	£28,500 per annum
<b>Benefits:</b>	Package includes local authority pension and access to healthcare scheme
<b>Hours:</b>	37.5 hours per week
<b>Contract type:</b>	Fixed Term (18 months; extension possible subject to successful grant bid)
<b>Reports to:</b>	Development Manager

### About the Role

This is one of two posts created with the purpose of developing a Stage 2 National Lottery Heritage Fund partnership bid in the Chilterns National Landscape for the project entitled *Not Bourne Yesterday: Chalk Stream Communities of the Chilterns (NBY)*. This new role provides a rare and exciting opportunity to join a multi-disciplinary team working in one of the country's finest and most accessible protected landscapes.

The Chilterns Conservation Board (CCB) is a statutory body established by Parliamentary Order in 2004. It is one of only two Conservation Boards in the country set up so far under the Countryside and Rights of Way Act 2000. Our primary role is to promote the conservation and enhancement of the natural beauty of the Chilterns AONB, now known as the Chilterns National Landscape. Where it is compatible with that role, we also promote the understanding and enjoyment of its special qualities, and in partnership with others seek to foster the economic and social well-being of local communities.

As a member of the *Not Bourne Yesterday* team, the successful candidate will have the opportunity to deploy their skills, knowledge, and insight to develop meaningful relationships with a variety of community groups, faith groups, schools and charities to develop a wide and diverse audience that embraces the principles of Equity, Diversity & Inclusion (EDI). The post holder will work closely with the Development Manager in the preparation of the Stage 2 application, and will be responsible for leading on audience development, community engagement, and volunteering, as well as coordinating the co-design of some elements of the scheme alongside partner groups.

We are seeking a highly motivated and dynamic individual to help create long lasting impact through building commitment to and enthusiasm for stronger community engagement with heritage (natural and cultural) across the project area.

You will be able to maintain a clear view of multiple workstreams, be an effective team player with energy, enthusiasm and experience. You will work in ways that discover, develop and enhance collaborative working relationships with communities and organisations that will partner, co-produce, and co-deliver *Not Bourne Yesterday*. Special focus will be on identifying and connecting with under-served communities in the Chilterns National Landscape and environs.



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### Role Purpose

You will be part of a team responsible for the successful submission of a major Delivery Phase National Lottery Heritage Fund grant application. Key to the role will be working with partners, stakeholders, and community groups, collaborating efficiently with the project's Development Manager, and completing milestones on time.

Priorities will include identifying and forging links with under-served audiences, organising and delivering pilot activities, and assisting in the delivery of the completed application before the submission deadline.

You will have experience in communications, and a knack for creating compelling narratives and engaging content. You will have the opportunity to showcase your writing skills by crafting newsletters, press releases, and other captivating material.

You will be working closely with the *Not Bourne Yesterday* Development Manager to incorporate community co-produced designs into the overall Delivery Phase, as well as with the Heritage & Archaeology Manager, Chilterns Chalk Streams Project Team, and the Project Support Officer to maximise in-house specialist expertise.

### Key Accountabilities

1. Work with partner organisations to identify areas where under-served communities will benefit from inclusion in one or more of *Not Bourne Yesterday's* projects
2. Work with communities to co-design projects and identify opportunities for volunteering, volunteer training, support and mentoring across the scheme
3. Develop proposals for expanding and diversifying volunteering and recognising/rewarding volunteers. Explore potential to create pathways into employment/ higher education
4. Work with the Development Manager to help design public and community engagement programmes which are accessible, engaging and inspiring
5. Create engaging content for social media platforms, including but not limited to Facebook, Instagram, LinkedIn, and TikTok
6. Monitor social media trends and analytics to optimize content performance and engagement
7. Collaborate with other in-house projects and the core communications teams to ensure consistency in messaging and branding
8. Write and design newsletters, blog posts, website content, and other materials



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### How to Apply

To apply for this role, please [download the application form](#), together with the [equal opportunities monitoring form](#). Completed forms should be emailed to: [office@chilterns.org.uk](mailto:office@chilterns.org.uk)

The closing date for applications is 5.30pm, Monday 9<sup>th</sup> December.

Successful candidates will be invited to interview in the week commencing 16th December 2024.

Applicants must be willing to undergo screening appropriate to the post, including checks with past employers.

**For further information or informal discussion please contact:** Heritage & Archaeology Manager, Dr Wendy Morrison [wmorrison@chilterns.org.uk](mailto:wmorrison@chilterns.org.uk)

*This job description does not constitute the terms and conditions of employment. It is provided only as a guide to assist the employee in the performance of their job. The job description is not intended to be an inflexible or finite list of tasks and may be varied from time to time following discussion with the post holder.*

### Person Specification

#### Education and Qualifications

Desirable:

- Qualification in a relevant discipline

#### Experience and Knowledge

Essential:

- Experience of delivering outreach and education programmes
- Experience in EDI
- Experience working with various diverse audiences
- Experience of organising and recruiting volunteers
- Experience using communication platforms

Desirable:

- Experience of commissioning and working with consultants
- Successful track record of developing Heritage Fund bids
- Knowledge of the Chilterns chalk streams and/or historic environment
- Experience of managing volunteer schemes
- Experience of developing and managing budgets



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### Skills and Abilities

#### Essential:

- Excellent communication and negotiation skills.
- Project planning and management skills
- Excellent organisational skills.
- Strong relationship development and relationship management skills.
- Ability to make effective presentations to a wide variety of audiences
- Excellent social media and digital writing skills

#### Desirable:

- Ability to make effective presentations to a wide variety of audiences
- Ability to use Geographical Information Systems (ArcPro or QGIS)

### Personal Qualities

#### Essential:

- Self-motivated
- Confident
- Flexible attitude to work
- Good organisational skills, and an ability to take the initiative
- Highly collaborative, team player
- An ability to complete tasks on budget and on time.

### Other

#### Essential:

- Current driving licence and transport
- Ability to access all parts of the Chilterns and participate in a variety of relevant activities.
- Able to occasionally work outside normal working hours, including occasional evenings and weekends (there is no overtime, but a TOIL system is in place)



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